

ALL INFORMATION MUST BE ENTERED AS CAPITAL LETTERS

Except
email addresses must be enter in lower case

TYPE:

Annual Fee Adult
Annual Fee Student
Annual Fee Student
Restricted
Primary Adult
Primary Student
Primary Student Restricted
Reciprocal Adult
Reciprocal Student
Reciprocal Student Restricted
School Adult
School Student
School Student Restricted
System
Temporary

STATUS:

Good
Over
Threshold
Overridden
See Notes

PHONE TYPE:

Cell-No text messages
Home
Work
List of Cell phone carriers

LANGUAGE:

English
Spanish

WHICH ADDRESS?

Primary
Secondary
Sponsor
Care/Of
None

EMAIL STATUS:

No-Do not send email
Yes-Do send email
Bounced-Email was sent
No-Opted out

TYPE:

Regular
Employee
Deposit Account
Internet Only

Female
Male
Unavailable

Staff Workstation - [Patron Information]

File Edit View Circulation Items Acquisitions Serials Financials Global Update Tools Reports Utilities Window Help

Circulation Patrons

Search ID: Patron ID Name: Pick up SRs at

ID: Exp Date: 10/17/2014 Branch: Type:

Name: USE CAPITAL LETTERS - FIRST MIDDLE JR SR III Status:

Registration Summary Notes History Fees

Primary Address Address: USE CAPITAL LETTERS- Home Phone: Phone Type: Phone Type: Cell-No text messages Home Work List of Cell phone carriers

City, State: Zip Code: Language: English Spanish

Email: do not use capital letters Email Status: EMAIL STATUS: No-Do not send email Yes-Do send email Bounced-Email was sent No-Opted out

Secondary Address Address: MAILING ADDRESS IF DIFFERENT Second Phone: Date of Birth: / /

City, State: Zip Code: Which Address? Primary Secondary Sponsor Care/Of None

Statistics Internet Access: Yes No Gender: Female Male Unavailable

Type: TYPE: Regular Employee Deposit Account Internet Only

New Patron Clone Delete Save Close

Library Programs 1:42 PM

Sponsor is used for a Student card Parent/Guardian

Sponsor Address

Sponsor: LAST NAME, FIRST NAME

Address: Mailing address goes here

City, State:

In the 'staff use only' section the use the words or abbreviations in the following fields:

ID Type:

- Annual Fee Adult (AFA)
- Annual Fee Student (AFS)
- Annual Fee Student Restricted (AFSR)
- Interlibrary Loan (ILL)
- Online Registration (
- Reciprocal Adult (RA)
- Reciprocal Student (RS)
- Reciprocal Student Restricted (RSR)
- School Adult (SA)
- School Student (SS)
- School Student Restricted (SSR)
- System
- Temporary (TEMP)

Statistical Type:

- Regular
- Employee
- Deposit Only
- Internet