

## Patron Registration Policy

Revised February 2019

To prevent the creation of duplicate user records in the patron database, use the Display User Wizard to search for duplicate accounts. The User Search helper can also be used to check for duplicate users before creating a new user account.

(When using the User Search helper, in any wizard, always select the **Keyword** option. Enter legal last name and first name only and search **All Libraries**.)

In order to maintain a clean global database for all patron registrations, the following information is **required**:

- **legal** first and last name, middle name or middle initial (Name field is the only attribute required for school libraries)
- date of birth (use gadget for accuracy)
- address (complete physical and mailing address)
- telephone number (if available)
- email (if available)

**Academic, school, and special libraries are exempt from the requirement to enter patron information beyond name fields.**

### Name standards:

1. CAPS lock must always be on. Example: MCNAIR not McNair.
2. Use of the Title field is optional.
3. No punctuation or spaces should be used, including the apostrophe ('). Example: OBRIEN not O'BRIEN; VANWINKLE not VAN WINKLE (but DO use hyphens (-) in hyphenated names, examples: JONES-SMITH)
4. Use of preferred name field is optional.
5. For names with suffixes, use the suffix field. Example: JR SR II

### Address standards:

1. CAPS lock must always be on.
2. Use a hyphen if entering a 9 digit zip code
3. Spell out numeric street names only when there are duplicate street names within a postal delivery area.
4. Use Postal Service Standard Abbreviations when entering addresses.

5. Do not use punctuation in City/State field. Example: WASHINGTON IL
6. If a patron has a separate physical and mailing address, enter both and select the appropriate option for primary address.
7. Include area code and hyphens when entering the telephone number. Example: 000-000-0000 not (000)-000-0000.
8. Patrons can receive notifications at multiple email addresses by entering them on the same line, separated by a comma with no space. Example:

[BLAH@GMAIL.COM](mailto:BLAH@GMAIL.COM),[BLAHBLAH@YAHOO.COM](mailto:BLAHBLAH@YAHOO.COM)

### **Postal Service Standard Abbreviations:**

4TH 4TH

Apartment APT

Apartment APT (APT space 3 APT 3---APT space 3 no space C, APT 3C)

Avenue AVE

Boulevard BLVD

Building BLDG

Circle CIR

County CO

County Road COUNTY ROAD (1776 E COUNTY ROAD 1600 N)

Court CT

Drive DR

East E

Highway HWY

Lane LN

Mount MT

North N (NW, NE no space)

Parkway PKWY

Place PL

Post Office Box PO space BOX space # (PO BOX 22)

Road RD

Room RM (RM space 112, RM 112)

Rural Route RR (RR space 3, RR 3 or RR 1 BOX 45)

Route RTE

Saint ST (ST space CLAIRE, ST CLAIRE)

South S (S space 4TH space ST, 201 S 4TH ST) (SE, SW no space)

Street ST

Suite STE (STE space 21= STE 21)

Terrace TER

Trail TRL

Unit UNIT

West W

If your library needs a street abbreviation or suffix that is not on this list, please go to the United States Postal Service website: [http://pe.usps.gov/text/pub28/28apc\\_002.htm](http://pe.usps.gov/text/pub28/28apc_002.htm).

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