User Cards Policy

RSA NFP's policy is **one card** per patron.

Refer to Resource Sharing Alliance Circulation Policies when creating User Accounts in WorkFlows:

RSA new patron policies	http://alsi.sdp.sirsi.net/client/search/asset/1926
RSA patron names standard	http://alsi.sdp.sirsi.net/client/search/asset/513
RSA patron address entry standard	http://alsi.sdp.sirsi.net/client/search/asset/1921
RSA patron notes standard	http://alsi.sdp.sirsi.net/client/search/asset/2081
Reciprocal patron deletion form	http://alsi.sdp.sirsi.net/client/search/asset/1927

Staff

Staff who live in one library district and work in another must choose between either:
o   a staff card where you work –use courtesy for intra-library loan materials by matching the checkout periods and renewals that patrons in your library would be granted
o   a home library card where you reside

Teacher & Student Cards

Teacher and Student cards are to be used only at the issuing facility. Teachers and students may get a library card from their public library.

Residents

Refer to Resource Sharing Alliance Circulation Policies above.

Non-Resident Cards

Purchasing a Card
(See Appendix A; Illinois Administrative Code Title 23 Part 3050 Section 20 and 40)

When creating the user account use the following user profiles: NRES-A, NRESDNT, NRES-J, NRES-SR, NRES-YA
A non-resident fee of $999.00 will be automatically assessed when the user account is created and will be assessed yearly, when the card is renewed, as an alert to the library staff that the patron is a non-resident. Library staff will use the Paying Bills wizard to adjust the privilege fee to their local non-resident fee.

Property Owner/Taxpayer

Property Owner/Taxpayers are exempt from RSA NFP policy of one card per patron, but limited to one card per property.

(See Appendix A; Illinois Administrative Code Title 23 Part 3050 Section 20 and 40, Local Library Act (75 ILCS 5/4-7 (12)) and Public Library District Act (75 ILCS 16/30-55.60))

> When creating the user account, use the following user profile:
> TAXPAYR

Reciprocal Borrower

A Reciprocal Borrower is a person who presents a library card that is registered at a RSA online library.

Reciprocal borrowers use the card from their issuing library.

Reciprocal borrowers cannot request interlibrary loan items, they must return to their home libraries to do so.

If the reciprocal borrower wishes to check out an item but their card is expired, they must return to their home library to renew their card.

Changes can be made only to telephone numbers, email addresses, or PINs in their user account in WorkFlows by the checkout library. Patrons should be directed to their issuing library for all other user account changes.

RSA Union List Library Borrower

A person who presents a current library card that is registered to a RSA Union List (offline) library.

Once it has been established that no other RSA online library has registered the patron or given the patron a barcode, the library will register the patron and attach a barcode to the home library card.

Use the following User profiles for RSA Union Listing (and only Union Listers) library patrons:

RCIP-A, RCIP-J, RCIP- YA, RCIP-SR, or RCIP-STDNT

Information about the home library should be entered into Address 2 on the Addresses tab in the user's account.

In Address 2 include:
> Home library name Address
> Home library telephone number

Enter the expiration date from the home library in the user account.

Change the user cat1 drop down on the Demographics tab in the users account to select the code of the patron's home library.

Non-RSA Reciprocal Borrowers
A person who presents a current library card that is registered at a non RSA member library.
Example: Bloomington PL, Parlin Ingersoll PL, Rockford PL, etc.

Once it has been established that no other RSA online library has registered the patron or given the patron a barcode, the library will register the patron and attach a barcode to the home library card.

Use the following user profiles:
> NON-RSA-A, NON-RSA-JV, NON-RSA-YA, NON-RSA-SR, or NON-RSA-ST (for those that classify college students differently than adults)

Information about the home library should be entered into Address 2 on the Addresses tab in the user's account.
In Address 2 include:
> Home library name Address
> Home library telephone number

Enter the expiration date from the home library in the user account.

If the reciprocal borrower wishes to check out an item but their card is expired, they can return to the RSA online issuing library to renew their card or the checkout library may register the patron. Send a deletion form to the previous RSA online issuing library.

NOTE: NON-RSA reciprocal borrowers cannot place holds or interlibrary loan items. They must return to their home libraries to do so. If you would like to offer the ability of NON-RSA users to place holds on your items only, contact RSA to set up this option.

NOTE: RECIP and NON-RSA (if you allow local holds) users are assigned a low hold priority. Their holds will not be filled until all the RSA patrons' holds are filled.

<center>
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