

Most Commonly Used User Profiles Guide What they mean & what they do

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These are the most commonly used/recommended user profiles and what they do. This will not include any customizations that a library has made, or any specific profiles created for a library.

Traditional Profiles*:

ADULT

Default user profile for those users the library deems Adults. This profile can be billed, expires in 3 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 25 hold limit and checkouts to this profile are included in the records charge counter.

JUV

Default user profile for those users the library deems Juveniles. This profile can be billed, expires in 3 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 15 hold limit and checkouts to this profile are included in the records charge counter.

YA

Default user profile for those users the library deems Young Adults. This profile can be billed, expires in 3 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 15 hold limit and checkouts to this profile are included in the records charge counter.

*These profiles can be set up with a bill threshold of 10/15/20 dollars. If that is chosen, the bill threshold will appear after the profile name, i.e., ADULT/20.

School/Student Profiles:

FACULTY

Default Faculty/Staff profile – For Schools/Academic Use Only. This profile can be billed, expires in 3 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 75 hold limit and checkouts to this profile are included in the records charge counter. This card honors the End of Semester policy for the library.

STUDENT

Default School Student profile – For Schools/Academic Use Only. This profile can be billed, expires in 4 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 15 hold limit and checkouts to this profile are included in the records charge counter. This card honors the End of Semester policy for the library.

STUDENT-PL

Default Student profile – For Public Library Use Only. This profile can be billed, expires in 3 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 15 hold limit and checkouts to this profile are included in the records charge counter.

TEACHER-PL

Default Teacher profile - – For Public Library Use Only. This profile can be billed, expires in 3 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 50 hold limit and checkouts to this profile are included in the records charge counter.

XX_STUDENT

Public Library profile for non-served students via intergovernmental agreement (IGA). Can be set according to IGA, but in general this profile can be billed, expires in 1 year, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 15 hold limit and checkouts to this profile are included in the records charge counter.

XX_TEACHER

Public Library profile for teachers via intergovernmental agreement (IGA). Can be set according to IGA, but in general this profile can be billed, expires in 1 year, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 50 hold limit and checkouts to this profile are included in the records charge counter.

Library Use Profiles:**COMPUSE**

Default Computer User profile. This profile can be billed and expires in 1 year. This card does not allow checkouts or holds and has a bill threshold of 5-dollars.

DISCARD

Profile used for discarding material. This profile is not billable, never expires and has unlimited checkout and hold limits. It has no bill threshold and items checked out to this profile are NOT included in the records charge counter. Has a due date of NEVER.

NO-TRANSIT

Profile used to keep an item from being put in transit. This profile is not billable, never expires and has unlimited checkout and hold limits. It has no bill threshold and items checked out to this profile are NOT included in the records charge counter. Has a 7-day checkout period.

DISPLAY

Profile used for items on display. This is a recirculating** profile. This profile is not billable, expires in 3 years and has unlimited checkout and hold limits. It has a 5-dollar bill threshold and items checked out to this profile are NOT included in the records charge counter. Has a 180-day checkout period.

MENDING

Profile used for items that need mending/repair. This profile is not billable, never expires and has unlimited checkout and hold limits. It has no bill threshold and items checked out to this profile are included in the records charge counter. Has a 180-day checkout period.

BOOKCLUB

Default library book club profile. This is a recirculating profile. This profile is billable, expires in 3 years. It has an unlimited charge limit, 100 hold limit, a 5-dollar fine threshold, and items checked out to this profile are included in the records charge counter.

BKCLUB-NRC

Profile used for library book club. This is NOT a recirculating profile. This profile is billable, expires in 3 years. It has an unlimited charge limit, 100 hold limit, a 5-dollar fine threshold, and items checked out to this profile are included in the records charge counter.

LIBRARYUSE

Profile used for library functions. This is a recirculating profile. This profile is not billable, never expires and has unlimited checkout and hold limits. It has no bill threshold and items checked out to this profile are NOT included in the records charge counter. Has a due date of NEVER.

L-USE-NCNT

Default library user profile. This is NOT a recirculating profile. This profile is not billable, never expires and has unlimited checkout and hold limits. It has no bill threshold and items checked out to this profile are NOT included in the records charge counter.

LIB-USE

Default library user profile. This profile is not billable, never expires and has unlimited checkout and hold limits. It has no bill threshold and items checked out to this profile are included in the records charge counter.

S-STAFF

Default profile for School/Academic Library staff. School/Academic Use Only. This profile is billable and expires in 3 years. It has an unlimited checkout and hold limit and items checked out to this profile are included in the records charge counter. This card honors the End of Semester policy for the library.

STAFF-DEF

Default profile for Public Library Staff. Public Library Use Only. This profile is billable and expires in 3 years. It has an unlimited checkout and hold limit and items checked out to this profile are included in the records charge counter.

* *Recirculating profiles allow for an item to be charged again to another user without discharging it from the first user. For example: A book is checked out to a BOOKCLUB profile card. A patron comes to get the book – without discharging, the patron can check the item out. When it is returned and discharged, it will return to being checked out to the BOOKCLUB profile card. To get it back into normal circulation it will have to be discharged twice.

Specialty Profiles:**SENIOR**

Default user profile for those users the library deems a Senior. This profile can be billed, expires in 3 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 25 hold limit and checkouts to this profile are included in the records charge counter.

HOMEEND

Default user profile for users who are homebound or part of library's outreach program. This profile can be billed, expires in 3 years, and has no bill threshold limit. It has an unlimited charge limit, 30 hold limit and checkouts to this profile are included in the records charge counter.

HOMESCHOOL

Default user profile for users who home school. This profile can be billed, expires in 3 years, has a bill threshold of 5-dollars. It has an unlimited charge limit, 50 hold limit and checkouts to this profile are included in the records charge counter.

NEW-USER

Profile used for new library patrons. This profile can be billed, expires in 6 months, has a bill threshold of 5-dollars. It has a limit of 2 charges and 2 holds. Checkouts to this profile are included in the records charge counter.

OUTRCH

Default user profile for the library's Outreach program. This profile can be billed, expires in 3 years, and has no bill threshold limit. It has an unlimited charge limit, an unlimited hold limit and checkouts to this profile are included in the records charge counter.

PUBLIC

Default user profile for a public library. School/Academic/Special Library Use Only. This profile can be billed, expires in 3 years, has a bill threshold of 5-dollars. It has an unlimited charge limit, an unlimited hold limit and checkouts to this profile are included in the records charge counter. Items checked out to the profile do not honor the End of Semester policy for the library.

TEMP

Default user profile for temporary use. This profile can be billed, expires in 30 days, has a bill threshold of 5-dollars. It has a limit of 2 charges and 2 holds. Checkouts to this profile are included in the records charge counter.

C4-KIDS-5*

Default user profile for Cards for Kids program. This profile can be billed, expires in 1 year, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 15 hold limit and checkouts to this profile are included in the records charge counter.

C4-VETS-5*

Default user profile for Cards for Vets program. This profile can be billed, expires in 3 years, and has a bill threshold of 5-dollars. It has an unlimited charge limit, 25 hold limit and checkouts to this profile are included in the records charge counter.

NON-RSA-A/NON-RSA-JV

Default user profile for a Non-RSA Library reciprocal borrower (Adult/Juvenile). This profile can be billed, expires in 1 year and has a bill threshold of 5-dollars. It has unlimited checkouts and a 25-hold limit. Checkouts to this profile are included in the records charge counter. This profile is set up with No Holds. Can bet set to local holds only.

NRES-A/NRES-J

Default user profile for Non-resident borrowers/patrons who live in an unserved area (Adult/Juvenile). This profile can be billed, expires in 1 year and has a bill threshold of 5-dollars. It has unlimited checkouts and a 25-hold limit for adults and 15 for juveniles. Checkouts to this profile are included in the records charge counter. This profile automatically bills the patron \$999 to ensure that the patron pays their yearly library fee.

NRES-DNT

Default user profile for Non-resident family unit/family who live in an unserved area. This profile can be billed, expires in 1 year and has a bill threshold of 5-dollars. It has unlimited checkouts and a 25-hold limit for adults. Checkouts to this profile are included in the records charge counter. This profile automatically bills the patron \$999 to ensure that the patron pays their yearly library fee.

RCIP-A/RCIP-J

Default user profile for an RSA Union List Library patron (Adult/Juvenile). This profile can be billed, expires in 1 year and has a bill threshold of 5-dollars. It has unlimited checkouts and a 25-hold limit for adults and 15 for juveniles. Checkouts to this profile are included in the records charge counter.

TAXPAYR

Default use profile for a non-resident property owner. This profile can be billed, expires in 1 year and has a bill threshold of 5-dollars. It has unlimited checkouts and a 25-hold limit. Checkouts to this profile are included in the records charge counter.