

Patron Registration Standard for School Libraries

Created 10/22/2021

Students attending RSA School Libraries are permitted to have a card both at their local public library and at their school library.

The following information is **required** for school libraries:

- Legal first and last name, middle name or middle initial
- User Category 6: the years the student is expected to graduate from HIGH SCHOOL

School libraries are exempt from the requirement to enter patron information beyond the name fields. Additional information may be helpful.

The following information is **recommended** for school libraries:

- Alt ID – schools may wish to enter a student ID in this field. Accounts can be searched by this field.
- Group ID – schools may wish to track student homeroom, graduation year, or other information in this field. Reports can be run based on Group ID. If you are an elementary or middle school and wish to track the year they graduate from YOUR SCHOOL, you may do this here. User Cat6 is ONLY to be used for High School Graduation Year.
- Preferred name – if a student goes by a nickname, middle name, or any name other than their legal first name, that name may be entered in the “preferred name” field. This allows searching by either variant of the student’s name.
- Email Address – entry of an email address allows the system to send notifications such as Courtesy Notices, Overdue Notices, and Bill Notices.

Entry standards:

1. CAPS lock must always be on. Example: MCNAIR not McNair.
2. 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.