

January 16, 2024

Subject: When do I use these User Profiles? A guide.

The following document is a guide for libraries to know what popular library card profiles work for which situations.

FACULTY

You are a school librarian and are creating a card for a teacher.

STUDENT

You are a school librarian and are creating a card for your student.

XX STUDENT

You are a public librarian and your library has an IGA with your local school district. You use this profile to designate those students who can have a card because of this agreement.

TEACHER-PL

You are a public librarian and your library allows teachers in your library district, or due to an IGA, to have a classroom card.

S-STAFF

You are a school librarian and are creating a card for a staff member and do not wish to use FACULTY.

STAFF-DEF

This profile should be applied to all public library staff cards.

HOME/OUTRCH

You are a public librarian with an outreach program. This profile would be applied to those patrons who are participants.

NON-RSA-A/NON-RSA-JV

You are a public librarian creating an account for an Illinois library card holder whose home library is not an RSA member.

NRES-A/NRES-J

You are a public librarian creating an account of a patron who lives in your library's unserved area.

NRESNT

You are a public librarian creating a family use card for a family who lives in your library's unserved area.

RCIP-A/RCIP-J

You are a public librarian creating a library card for a patron of one of RSA's Union List Library members. (Mason Memorial)

INST

You are a public librarian creating an account that belongs to a local Institution. If the library has an IGA with this institution, the card works like a regular ADULT card. If the library does not have an IGA with this institution, the card is Local Holds Only. The library should keep this card and place holds for the institution.

NO TRANSIT

You are a public librarian with an item on your pick list that you don't want to be sent out in delivery.

DISCARD

You are a public librarian that is weeding. This card needs to be confirmed with RSA staff to make sure it removes records correctly.

MENDING

You are a public librarian with an item that needs repaired, and you don't want a patron to check it out.

DISPLAY

You are a public librarian with items on a rotating display. You can check an item out to a patron without discharging first and when they return it, it will go back to Display. It requires a double discharge to remove from this account.