

Reciprocal Patron Deletion Form: A Procedure for How and Why to use it?

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When a library registers a patron for a library card, they should be checking all other libraries to see if that patron has a card anywhere else. Per the [RSA New Patron Policy](#):

If the patron already has an account at another public library in RSA, request removal of the user account by submitting a Reciprocal Deletion Form to notify the former library. Libraries will address reciprocal patron deletions as soon as possible.

What is the Reciprocal Deletion Form?

[The Reciprocal Deletion form](#) was created to help new patron libraries send the important information to the patron's original home library so the duplicate card can be deleted from the system. This form can be printed and mailed to the home library. It can be emailed to the home library.

It's important to check for duplicate cards and notify the previous home library in a timely manner. It is also important for the previous home library to remove these cards as soon as possible.

When library staff find a duplicate user, use Modify User to edit the original card (the one that needs deleting) and change the User Cat 11 to say RCIP-DEL. RSA can run a report to find these users and remind libraries to delete them.

| Basic Info | Privilege | Demographics |
|-------------|------------|--------------|
| User cat1: | | |
| User cat3: | APPROV-DUP | |
| User cat5: | CONF-DUP | |
| User cat7: | PRIMARY | |
| User cat9: | RCIP-DEL | |
| User cat11: | SUS-DUP | |
| | RCIP-DEL | |

Resource Sharing Alliance NFP

RECIPROCAL PATRON DELETION FORM

Date: _____

To: _____ library name

From: _____ library name

Patron to DELETE:

Name: _____

PID: _____

Fax or mail former library or email to former library's Gmail account.

Previous card collected: Yes _____ No _____

NOTES:
