



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

Patron Notes Policy

Last updated: January 9, 2025

Patron Notes:

1. Notes are to be used for internal alerts such as: Need telephone number; Need birth date; Mail returned; Do not honor this card; etc.
2. All notes should include the date entered, initials of staff or other unique identifier, and library name:
8-16-25 (BODY OF NOTE) MT/WASHINGTON PL
3. Notes should contain factual non-bias information.
4. All libraries are to remove unnecessary notes on their patron's accounts.
5. If the note contains nonvital information, such as update email, please put REMOVE NOTE or PLEASE DELETE WHEN UPDATED. Whoever completes that task may then remove the note, regardless of library. Important information like information about damage should be left until the library who created the note is informed by the library resolving the issue.

Approved by the RSA NFP User Group on 1 March 2012

Revised December 2012

Approved with Revisions by the RSA Board of Directors January 9, 2025