User Profiles Guide

Last updated: September 12, 2025

Contents

Background

These are the most used and recommended User Profiles with an explanation of what they do. This does not include any customizations that a library has made, or any specific profiles created for a library. A library's circulation and hold rules can be adjusted to customize or limit these profiles.

A spreadsheet called *User Profiles* listing all existing profiles including those created for specific libraries can be found here. A list of User Profiles which are required to be in each library's drop down menu can be found here. A document detailing the parameters assigned to various User Profiles called *User Profile Differences* can be found here.

In this document, the term "charge" is used to mean the ability to checkout or the number of checkouts.

Standard Public Library User Profiles

By default, these User Profiles have a bill threshold of 5 Dollars. They can also be set up with an alternative bill threshold of 10, 15, or 20 Dollars. If an alternative bill threshold is chosen, that threshold will appear after the profile name, i.e., ADULT-20.

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, 50-

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, 50-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, 50-hold limit and checkouts to this profile are included in the records charge counter.

Specialty User Profiles

C4-KIDS-5

User Profile for the 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, 50-hold limit and checkouts to this profile are included in the records charge counter.

C4-VETS-5

User Profile for the 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, 50-hold limit and checkouts to this profile are included in the records charge counter.

COMPUSE

Computer Use 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.

HOMEBND

User Profile for users who are homebound or part of a 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, 50-hold limit and checkouts to this profile are included in the records charge counter.

HOMESCHOOL

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, 100-hold limit and checkouts to this profile are included in the records charge counter.

INST

User Profile to be used in situations when a library has reached an agreement with an institution in their service area, in which the institution itself has agreed to be responsible for items checked out to the institutional account. This profile can be billed, expires in 3 years, and has a bill threshold of 5 Dollars. It has an unlimited charge counter, 100-hold limit, local holds only, and checkouts are included in the records charge counter.

If the issuing library would like the institution to be able to place olds on items belonging to other RSA libraries, then they both need to sign an IGA. If the library does not have an IGA with the institution, this User Profile may only check out materials at the issuing library and place holds on items owned by that library ONLY.

NEW-USER

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.

NON-RSA-A/NON-RSA-JV

User Profile for an Illinois library reciprocal borrower card holder whose home library is not an RSA member (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 50-hold limit. Checkouts to this profile are included in the records charge counter. This profile is set up with No Holds but can be set to local holds only.

NRES-A/NRES-J

User Profile for Non-Resident 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 50-hold limit. 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.

NRESDNT

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 50-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.

OUTRCH

User Profile for patrons who are participants in a 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, 100-hold limit and checkouts to this profile are included in the records charge counter.

RCIP-A/RCIP-J/RCIP-YA

User Profile for an RSA library which is in the process of automating. These profiles currently apply **only to patrons at Camp Point, Hamilton, and Mason Memorial libraries**. This profile can be billed, expires in 1 year and has a bill threshold of 5 Dollars. It has unlimited checkouts and a 50-hold limit. Checkouts to this profile are included in the records charge counter.

SENIOR

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, 50-hold limit and checkouts to this profile are included in the records charge counter.

TAXPAYR

User Profile for a non-resident that pays property tax in the library's district. This profile can be billed, expires in 1 year and has a bill threshold of 5 Dollars. It has unlimited checkouts and a 50-hold limit. Checkouts to this profile are included in the records charge counter.

TEMP

User Profile for temporary use. This profile can be billed, <u>expires in 30 days</u>, and 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.

Public Library User Profiles to use with an IGA

STUDENT-PL – <u>Public Library Use Only</u>

Student User Profile for use when a public library allows students to have a card, due to an IGA. 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.

TEACHER-PL – <u>Public Library Use Only</u>

Teacher User Profile for use when a public library allows teachers in a library district, or due to an IGA, to have a classroom card. 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 Use Only (XX is replaced by library's two-letter code)

Public Library User Profile for non-served students who can have a card because of an Intergovernmental Agreement (IGA). Specific parameters 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.

XX_TEACHER – Public Library Use Only (XX is replaced by library's two-letter code)

Public Library User Profile for teachers via intergovernmental agreement (IGA). Specific parameters 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.

School, Academic & Specialist Library User Profiles

FACULTY – Schools/Academic Use Only.

User Profile for Faculty and Staff. This profile can be billed, expires in 3 years, and has a bill threshold of 5 Dollars. It has an unlimited charge limit, 100-hold limit and checkouts to this profile are included in the records charge counter. This User Profile honors the End of Semester policy for the library.

PUBLIC – Schools/Academic/Specialist Use Only

User Profile for a member of the public who has a card at an academic, or specialist library. 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. This User Profile does **NOT** honor the End of Semester policy for the library.

STUDENT – Schools/Academic Use Only

User Profile for School Students. This profile can be billed, expires in 4 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. This User Profile honors the End of Semester policy for the library.

S-STAFF – Schools/Academic Use Only

User profile for School and Academic Library staff. This profile is billable and expires in 3 years. It has an unlimited checkout, 50-hold limit and items checked out to this profile are included in the records charge counter. This User Profile honors the End of Semester policy for the library.

Library Use User Profiles

Note on Recirculating User Profiles: 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 on a BOOKCLUB profile card. A patron comes to get the book, and without discharging it, 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 return it to normal circulation it will have to be discharged twice.

BOOKCLUB – RECIRCULATING

User Profile used for book clubs. 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 – NON-RECIRCULATING

User Profile used for book clubs. 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.

DISCARD

User 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. It has a due date of NEVER. Items checked out to the Discard User will be removed from WorkFlows monthly reports. Each RSA member library has a DISCARD account assigned.

DISPLAY – RECIRCULATING

User Profile used for items on a rotating display. 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. It has an 180-day checkout period.

LIB-USE – NON-RECIRCULATING

User Profile used for library functions. 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. This is our recommended profile for accounts like Storytime users or other Programming needs.

LIBRARYUSE – RECIRCULATING

User Profile used for library functions. 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. It has a due date of NEVER.

L-USE-NCNT – NON-RECIRCULATING

User Profile used for library functions. 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. This is our recommended profile for accounts like Storytime users or other Programming needs.

MENDING – NON-RECIRCULATING

User Profile used for items that need mending or repair. This profile is not billable, never expires and has unlimited checkout and hold limits. Items checked out to this profile are included in the records charge counter. It has an 180-day checkout period. This is our recommendation for items that need repair or are missing pieces and you don't want it to check out. It should not be used for items owned by other libraries.

MEND-NCNT – NON-RECIRCULATING

User Profile used for items that need mending/repair. This profile is not billable, never expires and has unlimited checkout and hold limits. Items checked out to this profile are not included in the records charge counter. It has an 180-day checkout period.

NO-TRANSIT – NON-RECIRCULATING

User 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. It has a 7-day checkout period. This is for items that are temporarily unable to travel to another location to fill a hold, but that may be available for local usage. It should not be used for items owned by other libraries. Each RSA member library has a NO-TRANSIT assigned.

STAFF-DEF – NON-RECIRCULATING

User Profile for Staff at Public Libraries. This profile is billable and expires in 3 years. It has an unlimited checkout, 50-holds limit and items checked out to this profile are included in the records charge counter.

Contact us with questions

If you do not see the profile that you wish to use in your drop-down menu, please send an email to the RSA Help Desk at help@rsanfp.org to have it added. If you have other questions or would like to discuss how you want user accounts to work, please email the RSA Help Desk or call at 866-940-4083.