User Registration Standard for School Libraries

Last updated: December 1, 2025

Registration of users in RSA libraries is governed by the following policy:

User Accounts Policy
https://support.librariesofrsa.org/project/users/#User_Accounts_Policy

School Specific exceptions to these policies

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

2. School libraries are exempt from the requirement to enter user information beyond the name fields and User Category 6. Additional information may be helpful to school library staff.

The following information is required for school libraries:
- Legal first and last name, middle name or middle initial
- User Category 6 – the year the student is expected to graduate from HIGH SCHOOL

Entry standards:
- CAPS lock must always be on. Example: MCNAIR not McNair, or McNAIR
- 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)
- Use of preferred name field is optional

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, for example: a list of checkouts or overdues by homeroom. We can also use the contents of this field to identify users for batch edits (i.e., to transfer students from one school to another) or deletion (i.e., after they graduate). 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

Please note: It is not currently possible in WorkFlows to set an expiry date beyond 2038. It is recommended that an expiry date corresponding to the student's expected departure from their current school. In a K-5 school, for example, a kindergartner would be given an expiry date matching the date they are expected to complete 5th grade.