



Library Resources Workflows Bulletin 3

Topic: User /Patron ID numbers

Related Topics: Community Patron bulletin #4, Circulation Profiles #5

Introduction: User and patron are interchangeable when referring to entries in the database.

Workflows uses a 13 digit number with a check digit at the end. All student ID's in Workflows are 14 digit. An 8 digit ID number is assigned at registration. The prefix for student ID's is 210020xxxxxxC, where x is the assigned ASD number and C is a check digit attained by a mode 10 algorithm. Faculty and non ASD users have a similar prefix, no check digit: 13 total digits. Each site has 12 non ASD patrons, listed as Community (school name).

Informational for each student record.

- Name - LAST,FIRST
- Profile
- ID number
- Location - (school)
- Card Expiration date- (proposed graduation year, ex. 06/01/2012)
- Address Field - ROOM

Note: Address field can be utilized as a sort field allowing for patrons to be sorted by classroom.

Information for each Faculty/Non ASD record.

- Name - LAST,FIRST
- Profile
- ID number
- Location - (school)

When a new patron arrives at your site, search to see if the patron is listed in Workflows.

Every Tuesday morning student information is updated.

Once a month on the 19th, staff information is updated.

Note: If a patron is not listed, the patron information and items checked out can be hand written or the Community patron can be used. Use the Address tab to track user information. See bulletin # 4 for complete instructions.

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