



## Library Resources Workflows Bulletin 4

### Topic: Community Patron

Related Topics: User/Patron ID's bulletin #3

Introduction: Community patron records are to help track library items for non ASD patrons. Patron name will be Community, school name1 -12 for all sites. The ID number will be a continues count from 2009000010000Checkdigit. Address default will be ROOM C and Expiration = NEVER. The Address field Room field is C as to allow for sorting in List and Notice type reports

Identifying the Community user under the second line of the address field, C/O allows the information to be displayed in the user banner and will print, figure 1 and 2. (see below examples)

Step one:

Select Modify User wizard under tab Users

Search for Community patron

Step two:

Select Address tab

Enter user information in C/O field

*fig 1*

The screenshot shows a web interface titled "Display User" with a toolbar containing icons for search, back, forward, and refresh. The user information is as follows:

Name:	COMMUNITY,WONDERPARK08
Id:	20090000109972
Group ID:	
Profile name:	C1

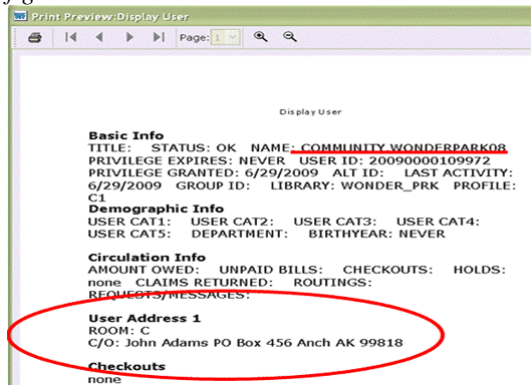
Below this is an "Identify user" section with a text input field for "User ID" containing "20090000109972" and a "Room:" label with "C" next to it. Below that, the "C/O:" field contains "John Adams PO Box 456 Anch AK 99818".

At the bottom, there are tabs for "Summary", "Addresses", "Bills", "Checkouts", "Holds", and "Suspension". The "Summary" tab is active, displaying the following details:

Status is:	OK	Privilege expires:	NEVER
Profile name:	C1	Group ID:	
User cat1:		User cat2:	
User cat3:		User cat4:	
User cat5:		Birth date:	NEVER
Library:	WONDER_PRK.	Age:	0
Next allowed loan date:		Amount owed:	none
Checkouts:	none	Unpaid bills:	none
Extended info:	none	Holds:	none
Claims returned:	none	Routings:	none
		Requests/messages:	none

Print version

fig 2



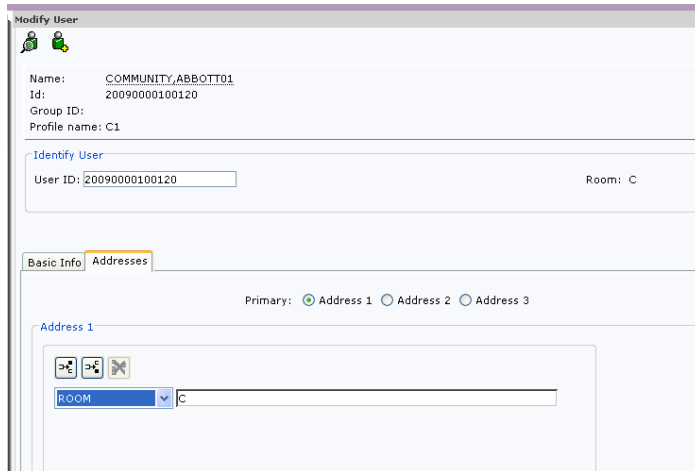
**Note:** Compare to the student display: C/O field only displays when data is entered.

### Clean up Community patron

Click C/O field to select

Click RED X to delete

Deleted line will disappear



When the page is refreshed the line reappears

