



Library Resources Workflows Bulletin 6

Topic: Patrons - Move/leaving

Related Topics: User/Patron ID number bulletin #3, Graduated students bulletin #7, User Block Procedure bulletin #18

Introduction: Patron move/leaving from school/site will remain in the system with library listed as the last known from the ASD database. If the patron registers at another school, the record will be updated on Tuesday. Staff records update once a month on the 19th.

Note: Patrons with long overdue items review bulletin #18, User Block Procedure

