

OWLSnet AAC Handout

Information for July 2007 meeting

Suggested change to patron home agency assignment – policy and procedures

Patron Home Agency Policy (current)

Patrons can select the library they use the most or the library where they reside as their home agency

Patron Home Agency Policy [Wording change suggestion]

Patrons **must** select the library they use the most or the library where they reside as their home agency.

Patron Registration Procedures (current)

Patron Home Agency

According to OWLSnet policy, a patron's home agency can be the library they use the most or the library where the patron resides. Patrons must register at their home agency library. Before the patron completes a registration form, inquire if the person is registered at any library in the OWLS or NFLS areas. If the patron is not registered at any OWLSnet library, check to see if you are the library the patron wants for a home agency. If you are the correct home agency library, ask the patron to complete an OWLSnet registration form to begin the patron registration process. A form of identification is required.

Home Agency Change

If the patron is requesting a home agency change, have the patron fill out a new registration form. A patron's home agency can be changed when

1. Reregistering a patron (name change, juvenile to adult, replacing a damaged card)
2. Replacing a lost card
3. Renewing an expired card changing the patron's address
4. Patron requests registration at another library

Patron Registration Procedures [Wording change suggestion]

According to OWLSnet policy, a patron's home agency **must** be the library they use the most or the library where the patron resides. Patrons must register at their home agency library. Before the patron completes a registration form, inquire if the person is registered at any library in the OWLS or NFLS areas. If the patron is not registered at any OWLSnet library, check to see if you are the library where the patron resides, or the library the patron will use the most. If you are the correct home agency library, ask the patron to complete an OWLSnet registration form to begin the patron registration process. A form of identification is required.

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A library may require a patron to re-register at their library under the following circumstances:

1. **Patron is using the library where they reside, but are registered at a different home agency (usually this will occur when they move)**
2. **Patron is exclusively using a library (which is not the library where they reside), but is registered at the library where they reside.**

Note: Patron blocks (total number of holds, checkouts and checkouts of media) are determined by the home agency. Circulation counts for online renewals are also determined by home agency.