

## Ptypes Procedure

Patron types should be assigned using the following guidelines:

<b>Number</b>	<b>Name</b>	<b>Description</b>
0	Adult	Should be used for most patrons age 18 and above.
1	Juvenile	Age limit defined locally, but should be under age 18.
3	Community Card	Used by certain libraries for patrons who are limited to two checkouts at a time. If your library wishes to use Community Cards and has not in the past, please contact OWLS. Community Cards are only valid at those libraries who have requested them.
5	Employee	Used for currently employed library staff.
6	Walking Books	Used for materials checked out to patrons who cannot get to the library.
7	Institution	Used for schools, daycares, businesses, etc. For more information see Institution Cards policy.
8	Internal	Used for internal library locations such as technical services.
20	Internet Only	Used for patrons who cannot check out items, but have a card for internet purposes only.
30	ILL other libraries	Used for non OWLSnet libraries for purposes of ILL.
190	Training – Fines	OWLSnet staff use only – please do not assign cards to this Ptype.
199	Web OPAC staff	OWLSnet staff use only – please do not assign cards to this Ptype.