

## Suggestions from AAC regarding the Draft Patron Registration Procedures March 9, 2009

1. The section on out-of-state cards needs to be updated based on a recent AAC decision (p. 2)
2. We implied that a street address is required in addition to a PO Box (p. 6, 8)  
Should we be more explicit about requiring this? Or should this be optional?
3. Corrections to postal abbreviations (p. 8)  
Switch APT/LOT with #
4. Juvenile records specifications (p. 9, 12)  
Should we recommend that juvenile records include parent name and birthdate? We should include instructions on using the new Juvenile Internet Access field in the patron record to indicate juvenile patron can use the Internet.
5. Suggestion that we be more explicit about internal cards requiring an expiration date of three years or less (p. 10)
6. Do we need to keep old barcodes in the patron record? (p. 11)  
Does it clutter up the patron record? Does that matter? Should we keep all old barcodes for Appleton patrons, and therefore, can we get rid of old barcodes for non-Appleton patrons as long as we've physically destroyed the card? (p. 13)
7. Renewing the patron card (p. 13)  
How long should we renew patron cards from other libraries? Libraries vary from 1 to 3 years, so we shouldn't renew for longer than the home agency. The blue forms are time-consuming to fill out. Some libraries have patrons fill out a new form at renewal.
8. Suggestion that we remove verify address as a patron message, and add it as a manual block (p. 14)  
The popup won't show up on the selfchecks and as more and more libraries use these, it's likely to be more of an issue.
9. Merging patron records (p. 15)  
We should add instructions on how to handle merging patron records when they were created by two different libraries.