

Reciprocal Patron Record

A Reciprocal Borrower must present a library card from their home library system along with their ID when registering for library privileges in PLS. The steps taken to create patron record on Sierra for a Reciprocal Borrower is done the same as creating a new patron record for a PLS patron. With the following exceptions:

1. In the city/township field you enter their home library system.
2. Scan the barcode number from their home library system card in the barcode field.

Reciprocal Patron who has a PLS patron barcode label
on their Home Library System card.

1. Scan the PLS patron barcode to retrieve the patron record.
2. Click on the **EDIT** button

The screenshot shows the Sierra library system interface. At the top, the title bar reads "Sierra - Pioneerland Library System - Service Center". Below it is a menu bar with "File", "Edit", "View", "Go", "Tools", "Admin", "Reports", and "Help". The main header area features the "sierra" logo on the left and a "FUNCTION" dropdown menu set to "Check Out (Circulation Desk)". A search bar contains the text "Key or Scan Item or Patron Barcode" and a "Search" button. Below the search bar is a table of patron information. A red arrow labeled "1" points to the search input field, and another red arrow labeled "2" points to the "Edit" button in the table's action column.

Name	ROTTEN, PATRON	Email	beth.lunn@pioneerland.lib.mn.us	
Barcode	23456789123456	Address	1234 BADWAY	
Expiration Date	03-17-2017		NOT HERE, MN 99999	
Birth Date	07-04-1976			
Patron type	Adult			

3. The patron type should be either “Adult” or “Children”. Double click in the field to open a menu box to make the change if necessary.

4. City/Township should be the home library system of the patron. Double click on the number in the field to open the menu box. Scroll to the top to find the list of the eleven library systems. (MELSA is the one you choose for all of the metro libraries.)

Edit Patron Record - p10535706

File Edit View

Insert Save/Cl... Delete Print Close

p10535706 Last Updated: 04-21-2016 Created: 03-17-2006 Revisions: 1159

Expiration Date	03-17-2017	Birth Date	07-04-1976	ILL Request	0
Gender	m MALE	Home Library	be Benson Library	Current Item C	0
Not Used	- ---	Patron Message	- NO MESSAGE	Current Item D	0
Not Used	0	Manual Block	- ---	City/Township	803 Benson city
Patron Type	1 Adult	Claims Returned	3	Patron Agency	0 None
Total Checkouts	370	Money Owed	\$0.00	Last Circ Activity	04-21-2016
Total Renewals	12	Current Item A			
Current Checkouts	0	Current Item B			

Name: ROTTEN, PATRON
Address: Street 1234 BADWAY, City/State/Zip NOT HERE MN 99999
Telephone: 800-555-1212
DL or ID#: Revoked
Message: testing

Select

0 Not used	1 Northwest Regional Library
2 Arrowhead Library System	3 Lake Agassiz Regional Lib...
4 Kitchigami Regional Library	5 East Central Regional Libr...
6 Viking Library System	7 Great River Regional Library
8 OCLC/ALA	9 MELSA
10 Plum Creek Library System	11 Traverse des Sioux Librar...
12 Southeastern Libraries Co...	13 South Dakota

OK Cancel

③

④

5. Click at the end of the old PLS barcode and type; "PLS RECIPROCAL BARCODE" space, your initials, space, library number, space, date (example: 26601001234567PLS RECIPROCAL BARCODE 3-29-06 BL GF33). There should be no spaces between the barcode and PLS.
6. Click on the **INSERT** button.
7. Choose barcode from the dropdown menu
8. Scan in the barcode number on the patron's home library system card
9. Click **OK** button
10. Right click at the end of the new barcode
11. Click on move up (New barcode needs to be the first barcode in list of barcodes)
- 12 Click on the **Save/Close** button
13. Remove the PLS barcode label from the patron's system library card. (If the label cannot be removed, black it out with a black magic marker.)