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 Borrow 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

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.)

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.)