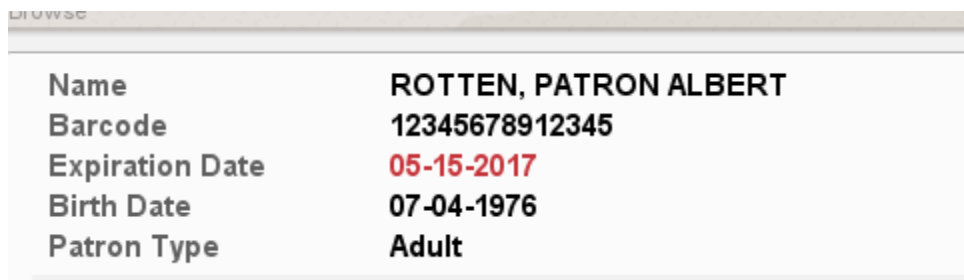# RENEWING PATRON LIBRARY CARD

Before checking items out to the patron, check the expiration date on the patron record. If the record is going to expire within the next few weeks, it's time to renew their card. A patron's card should be renewed every year in person. Children's cards should be renewed in person by the parent or guardian.

I. If the card has expired or is about to expire in the next few weeks:

Name	ROTTEN, PATRON ALBERT
Barcode	12345678912345
Expiration Date	05-15-2017
Birth Date	07-04-1976
Patron Type	Adult

Adult card: Ask the patron for their ID. If the patron does not have their ID with them, extend the expiration date to one month from today and ask them to bring it with them the next time they come to the library.

Child card: Ask the patron's guardian for their ID. If the guardian does not have their ID with them or the guardian is not present, extend the expiration date to one month from today. Ask the guardian to bring their ID with them the next time they come to the library or remind the child that their guardian needs to come in and renew their card.

II. At the time of renewal you should review the data in the patron's record to make sure it is complete, accurate, and entered correctly.

Mandatory Fixed Fields:

Figure 1

- **Expiration Date**
  The expiration date should be changed to 1 year from the date you are renewing their patron library card.

  Tap the letter "t" to input todays date. Increase the year by 1

  > NOTE: If the patron does not have their ID with them at the time of renewing their patron library card. Increase the date by 1 month, and ask the patron to bring their ID with them the next time they visit the library.

- **Birthdate**
  From their ID verify their birthdate. If renewing a child's card, ask the guardian for the child's birth date.
- **Gender**
- **Home Library (Two letter abbreviation)**
  If different from the library where you are at, ask the patron where they would like to pick up their requested materials. (Only use the 2 letter abbreviation for the library.)
- **Patron Type**
  If the child has reached the age of 18, change the Patron Type to "Adult".
- **City/Township**
  Use the MN Polling Place Finder to verify the City/Township after verifying that the address is current. http://pollfinder.sos.state.mn.us/
- **Notice Preference**
  If "Print" is listed; ask the patron if they would like to receive notification by email. If you change it to email make sure you have their current email address.

Name	LAST NAME, FIRST NAME MIDDLE NAME	
Guardian	LAST NAME, FIRST NAME MIDDLE NAME ID NUMBER (IDENTIFY IF NOT MN LICENSE)	
Address	Street	123 4TH ST PO BOX 123
	City/State/Zip	SOMEWHERE MN 55555-1212
Address 2	Street	123 5TH AVE PO BOX 456
	City/State/Zip	NOWHERE MN 99999-1212
Telephone	000-000-0000 CELL	
Telephone 2	000-000-0000 HOME	
Email	asdfg@gmail.com	
DL or ID#	1236456799 IDENTIFY IF NOT MN LICENSE (DO NOT PUT GUARDIAN DL or ID# HERE)	
Barcode	2660100000000000	

Figure 2

NOTE: All information in the Variable Fields should be in CAPITAL letters, except for the email address.

- **Name**
  Entered as LAST NAME, FIRST NAME MIDDLE NAME There should be a comma after the last name.
- **Guardian** (If patron is a child)
  Entered as LAST NAME, FIRST NAME MIDDLE NAME ID NUMBER (Identify where the number came from if it isn't a Minnesota Driver's License number.
  Examples: PASSPORT, MILITARY ID, OR WISCONSIN)
  There should be a comma after the last name.
- **Address**
  Verify the address listed. If both PO Box and street address are given, enter the information as shown in figure 2 above.
- **Address 2** (If used)
  Verify the address listed. If both PO Box and street address are given, enter the information as shown in figure 2 above.
- **Telephone**
  Verify the phone number, and identify the number using "HOME", "WORK", or "CELL" if more than one number is given.
- **Telephone 2** (If used)
  Verify the phone number, and identify the number using "HOME", "WORK", or "CELL" if more than one number is given.

- **Email Address**
  Verify the address. Make sure you have it entered correctly. (Emails are case sensitive, and pay close attention to dashes "-", and underscores "_".)
- **DL or ID #**
  Verify the number. (Identify where the number came from if it isn't a Minnesota Driver's License number. Examples: PASSPORT, MILITARY ID, or WISCONSIN)

  > IMPORTANT: Leave this field blank if it's a child's card

- **Barcode**
  The active barcode should always be listed first.