

THE PATRON RECORD



p11259334 Last Updated: 01-28-2022 Created: 12-14-2021 Revisions: 2

Expiration Date	12-14-2022	Birth Date	07-04-2003	ILL Request	0
Not Used	- ---	Home Library	wl Willmar Library	Current Item C	0
Not Used	- ---	Patron Message	- NO MESSAGE	Current Item D	0
Not Used	0	Manual Block	- ---	City/Township	824 Six Mile Grove township
Patron Type	2 Child	Claims Returned	0	Patron Agency	3 Maynard Public Library
Total Checkouts	0	Money Owed	\$0.00	Last Circ Activity	- -
Total Renewals	0	No of DVD Checked out	0	Preferred Language	
Current Checkouts	0	Current Item B	0	Notice Preference	z EMAIL

Name	LAST NAME SUFFIX, PREFERRED NAME	
Name	LAST NAME SUFFIX, FIRST NAME MIDDLE NAME	
Guardian	LAST NAME SUFFIX, FIRST NAME MIDDLE NAME DL or ID # (IDENTIFY IF NOT MN LICENSE)	
Address	Street	123 4TH ST SW PO BOX 123
	City/State/Zip	SOMEWHERE MN 55555-1212
Address 2	Street	123 5TH ST NE PO BOX 456
	City/State/Zip	NOWHERE MN 99999-1212
Telephone	XXX-XXX-XXXX	
Telephone 2	XXX-XXX-XXXX	
DL or ID#	12345678912 (IDENTIFY IF NOT MN LICENSE) LEAVE BLANK IF CHILD'S CARD (DO NOT PUT GUARDIAN DL or ID# HERE)	
Message	MESSAGE IN ALL CAPITAL LETTERS FOLLOWED BY YOUR INITIALS LIBRARY NUMBER OR TWO LETTER CODE & TODAYS DATE	
Note	NOTE IN ALL CAPITAL LETTERS FOLLOWED BY YOUR INITIALS LIBRARY NUMBER OR TWO LETTER CODE & TODAYS DATE	
Barcode	26601000001234	
Barcode	26601000000004LOST YOUR INITIALS LIBRARY NUMBER OR TWO LETTER CODE & TODAYS DATE	
Email	asdfg@gmail.com	

1. Expiration Date is one (1) year from date of renewal.
2. Birth Date – Is required
3. Home Library (should always be the 2 letter code)
4. City/Township
5. Patron Agency
6. Patron Type (Use Non-Resident, South Dakota, & Clarkfield when applicable)
7. Notice Preference (Email or Print)
8. Name (Last Name Suffix, First Name Middle Name; all capital letters)
9. Address (All capital letters, no punctuation marks, abbreviate words like ST, AVE, BLVD)
10. Telephone should be entered as: XXX-XXX-XXXX (If the patron does not have a telephone number enter “000-000-0000 No Telephone)
11. Email address Must in “@” symbol
12. Driver’s License/ ID (should be no spaces or dashes – Identify if not a MN License, Leave blank if child’s card) Do not put Guardian DL or ID# here.