

## User Card Type and System Set Up Procedure



User card types should be assigned using the following guidelines:

<u>Name</u>	<u>CARL Code</u>	<u>Description</u>	<u>Checkout Limit</u>	<u>Hold Limit</u>	<u>Internet Use</u>	<u>Blocked Fines</u>
<b>Adult</b>	ADULT	Should be used for most patrons aged 18 and above.	150	50	Y	\$5
<b>Adult No Internet</b>	ANOINT	Adult whose parent or guardian has denied them internet access.	150	50	N	\$5
<b>Juvenile</b>	JUVEN	Age limit defined locally but should be under age 18.	150	50	Y	\$5
<b>Juvenile No Internet</b>	JNOINT	Juvenile whose parent or guardian has denied them internet access. Can be updated to Juvenile user type if this changes.	150	50	N	\$5
<b>Employee</b>	EMPLOY	Used for currently employed library staff.	150	50	Y	\$5
<b>Community Card</b>	COMXXX	Used by certain libraries for patrons who are limited to two or three checkouts at a time. If your library wishes to use Community Cards and has not in the past, please contact OWLS. Community Cards are only valid at those libraries who have requested them.	Dependent on library	Dependent on library	Y	\$5
<b>Book Club Card</b>	BKCLUB	Used for patrons who oversee a book club and need to place holds on multiple items of the same title.	150	50	Y	\$5
<b>Institution</b>	INST	Used for school, daycares, businesses, etc. For more information see Institution Cards policy.	150	75	Y	\$5
<b>Internal</b>	INTERN	Used for internal library locations such as technical services.	500	75	Y	\$5
<b>Internet Only</b>	INTONL	Used for patrons who cannot check out items but have a card for internet purposes only.	0	0	Y	\$5
<b>Online Registration</b>	ONLINE	Automatically assigned to those accounts that are registered online. These should be updated to regular cards once patrons come in.	1	10	Y	\$5
<b>Teacher</b>	TEACH	Used by certain libraries for patrons who need educational materials for a classroom setting. Meant to be supplemental to an existing card.	150	Unlimited	Y	\$50
<b>Teen 16 and 17</b>	TEEN	Used for patrons who are 16 or 17 to provide accurate privacy rights. Libraries may choose to use this.	150	50	Y	\$5
<b>Teen 16 and 17 No Internet</b>	TEENNO	Teen whose parent or guardian has denied them internet access. Can be updated to Teen user type if this changes.	150	50	N	\$5
<b>Walking Books</b>	WLKNGB	Used for materials checked out to patrons who cannot get to the library.	150	50	Y	\$5
<b>ILL Other Libraries</b>	ILLOTH	Used for non OWLSnet libraries for purposes of ILL <u>outside of</u> WISCAT.	200	75	Y	\$5
<b>ILL WISCAT</b>	ILLWIS	Used for non OWLSnet libraries for purposes of ILL <u>through</u> WISCAT.	200	75	Y	\$5
<b>Display</b>	DISPLY	Used for topic specific items to be displayed at a non-owing library.	15	15	Y	\$5