

# GUIDELINES FOR REGISTERING/ADDING PATRONS NOT PART OF THE TLN SHARED SYSTEM

This document is for libraries participating in the TLN Shared Automation System (SAS) who register (or issue cards to) patrons from outside their service area.

*Each individual library is responsible for determining whether they will allow patrons from outside their service area to obtain a card or register an existing card from a non-TLN community. Additionally, libraries determine whether they will charge non-resident fees or participate in MiLibrary (which has its own designation).*

## **For patrons that ARE served by a TLN library, but NOT part of the shared system:**

**SAS Guest Cards:** Intended for patrons who already have a card from a TLN reciprocal borrowing library that is NOT part of the Shared Automation System.

\*SAS Guest Card parameters: 1 year card life / 10 item checkout limit / 3 unfilled holds / blocking for fines >\$4.99

**Issue SAS Guest patron type (SASGST) to patrons with cards from these libraries:**

|  |                     |
|--|---------------------|
| Birmingham Baldwin                     | Northfield Township |
| Bloomfield Township                    | Orion Township      |
| Brandon Township                       | Pinckney            |
| Canton                                 | Plymouth District   |
| Clarkston Independence District        | Rochester Hills     |
| Dearborn Centennial, Bryant & Esper    | Southfield          |
| Farmington Hills and Farmington Branch | West Bloomfield     |
| Fowlerville District                   | Westland            |
| Grosse Pointe Central, Park & Woods    | Ypsilanti District  |
| Hamburg Township                       |                     |
| Howell Carnegie                        |                     |

## **For patrons that ARE NOT served by a TLN library:**

IF your library policy allows registration of patrons from outside of TLN, there are two options (a library's own policies will determine which is used):

**MiLibrary Cards:** If your library participates in MiLibrary, your library may register their library card using the MiLibrary patron type for patrons that have library cards with the MiLibrary sticker. This appears as MILIBC in the computer. This card is good at other libraries that participate in the MiLibrary program.

\*MiLibrary Card Parameters: 1 year card life / 10 item checkout / 3 unfilled holds / blocking for fines >\$4.99

**NonResident Cards:** Intended for patrons who do NOT have a TLN reciprocal borrowing library card. These are libraries that are not on the membership directory located on the TLN website and/or do not have reciprocal borrowing. The majority of libraries that use this patron type charge nonresidents for the borrowing privilege. The card is for use at the issuing library and should have a sticker or hole punch (according to the Circulation Services Committee Policies and Procedures). It is up to other libraries if they want to honor the card or not.

\*NonResident Card parameters: Same as the General Patron Type used by issuing library.

## **Purpose of Choosing Correct Patron Type:**

The purpose of choosing the correct patron type is to alert staff at other shared system libraries to the fact that this is not a general patron. It is a courtesy that allows libraries to enforce their policies.