

Patron Data – Changing Data

Because we have a fluid society and because notifying another library that a patron has moved in or out of your municipal area is time consuming, the council members approved the following:

1. If an existing patron in Sierra has moved into your municipality, and they provide evidence of their new, current address (e.g. a utility bill), it is acceptable to change the home library and patron type to the current library's residence codes without notifying the previous home library.
2. If an existing patron in Sierra has moved out of a member library's municipality, and they have proof of this change of address (e.g. a returned overdue notice with a change of address), it is acceptable to change the home library and patron type to that municipality's codes. However, be very careful that the member libraries enter the correct codes in the patron's record. Member libraries can also add a message and have the new home library of the patron change the address.
3. It is strongly recommended that all libraries enter ID data (e.g. driver's license no., WI ID, military ID, tribal ID, etc.) in the patron record.

Approved 10/03/2013

Recommended:

Patron IDs: If using another ID for a patron other than a driver's license, add the alternative ID to the Driver's License field in Sierra and note the type of ID after the number.