

## Creating Online Only Library Cards During an Extended Library Closure

During this unusual time, we are encouraging libraries to follow this process to grant new library patrons access to digital resources. Please attempt to follow your library's usual policies and procedures as closely as possible when creating new online only library cards.

There are two options for libraries to create online only cards:

- A) If your library staff has access to a stock of patron library cards
  - B) If your library does not have access to a stock of patron library cards
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A) If your library staff has access to a stock of patron library cards, you may use the following fields to create a Digital Resource Card library card.

Please include the following fields:

Patron Type: **260 Digital Resource Card**

Expiration Date: **4/23/2020**

Message: **This is a digital card. Please verify identity and address upon renewal and update Patron Type.**

Please keep in mind:

- Loan rules are set up so that patrons with patron type 260 Digital Resource Card cannot place library materials on hold or checkout physical library materials.
- At this time real barcodes must be used, and cannot be duplicated. You will need to hold the physical card for the patron to pick up at a later date.
- If you would like WVLS to create a new patron record template for this purpose, please send an email to [help@librarieswin.org](mailto:help@librarieswin.org)
- If library closures extend beyond 4/23/2020 WVLS will extend expiration dates for patron cards with a patron type of 260 Digital Resource Card as necessary.

B) If your library does not have access to a stock of patron library cards, WVLS has a limited number of cards and can fill in patron barcodes on your behalf.

1) Please complete the patron record with the following fields:

Patron Type: **260 Digital Resource Card**

Expiration Date: **4/23/2020**

Message: **This is a digital card. Please verify identity and address upon renewal and update Patron Type.**

- 2) Send an email to [help@librarieswin.org](mailto:help@librarieswin.org) with the patron's name and the patron record number.

How to find the patron record number:

After you have created and saved the patron record, click on the View icon.

Expiration Date	04-23-2020	Birth Date	10-25-2007	ILL Request	0
Gender	m Male	Home Library	wva WVLS Adult	Current Item C	0
PCODE2		Patron Message		Current Item D	0
Birth Year	7 2007	Manual Block		Patron Code 4	0 Ccl-Abbots
Patron Type	260 Digital Resource Card	Claims Returned	0	Patron Agency	25 WVLS
Total Checkouts	0	Money Owed	\$0.00	Last Circ Activity	- -
Total Renewals	0	Current Item A	0	Notice Preference	z Email
Current Checkouts	0	Current Item B	0	Waitlists on Record	0

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  - At this time real barcodes must be used, and cannot be duplicated. You will need to hold the physical card for the patron to pick up at a later date.
  - If library closures extend beyond 4/23/2020 WVLS will extend expiration dates for patron cards with a patron type of 260 Digital Resource Card as necessary.
- 3) WVLS staff will add a barcode to the patron account and respond when the account is ready for the patron to use for online access. When libraries open, the physical library card will be sent to the library to be distributed to the patron.