

MORE Patron Registration Policy

Approved by MORE Directors Council, May 18, 2018;

Modified by MORE Directors Council, March 18, 2022

General notes:

- MORE-member library staff verify an individual's identity and residence when registering them as a new patron
- Local library policy dictates the methods libraries may use to verify identity and place of residence
- Individuals may have a single MORE library record, except CVTC students and employees may
- have both a CVTC patron record and a record created at a MORE-member public library.

Minimum data requirements for an electronic patron record

- All fixed-length fields, including birthdate
- Name, including full middle name if one exists
- Residential address
- Phone number or email address if available

Checks before issuing a new card

- Perform a truncated name search
- If a hyphenated name is provided, perform truncated name searches on both parts
- Check search results for alternate names

Editing and updating patron records

- Verify patron data, especially address, municipality, and county
- If updating Act 150 loc or address, add "updated [date] [library]/[initials]" to the original inputter data in the electronic patron record. Remove any prior "updated" messages.