

## Issuing Library Cards

New & Replacements

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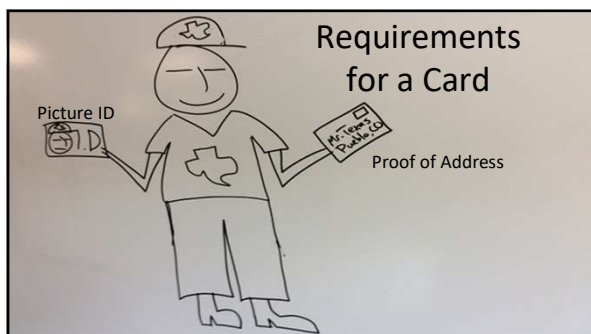
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## Log into Staff Koha

STAFF

<https://staff-pueblopl.bywatersolutions.com>

Username: first initial last name

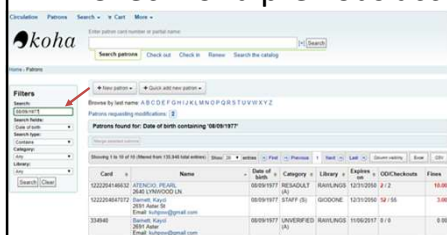
Password: 8 digit DOB



The login form includes fields for Username, Password, and a Library dropdown menu. The Library dropdown is currently set to 'My library'.

Choose whatever branch  
you're working at!

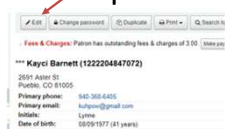
## Check for a previous account



The screenshot shows the 'Patrons' page in Koha. A search filter for 'Date of birth' is applied, showing results for patrons born on 10/09/1977. The results table lists patron details including card number, name, date of birth, category, library, and fines.

Card #	Name	Date of birth	Category	Library	Fines
122204847072	KAYCEI BARNETT	10/09/1977	RESADULT	12/31/2016	10.00
122204847072	KAYCEI BARNETT	10/09/1977	STAFF	12/31/2016	3.00
122204847072	KAYCEI BARNETT	10/09/1977	UNEMPLOYED	12/31/2017	0.00

## If previous acct. found...



The screenshot shows the 'Edit' form for a patron. The 'Fees & Charges' section indicates outstanding fees and charges of 3.00. The 'Fees & Charges' section also shows the patron's name, address, phone number, and email.

Click edit, and verify all  
information is correct including  
address, phone #, and notice  
preferences.

Scan new barcode into card # field.

Make sure the category is correct,  
most will be RESADULT.



The screenshot shows the 'Library management' form. The 'Card number' field is populated with 122204847072. The 'Library' dropdown is set to 'SUCONE'. The 'Category' dropdown is set to 'STAFF'. The 'Status' dropdown is set to 'Active'.




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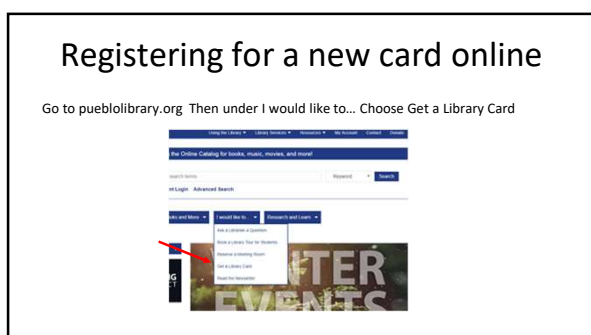
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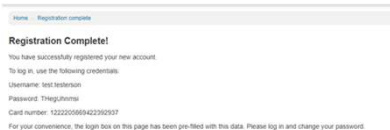
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## Temporary ID




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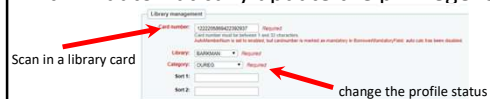
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## Change the Profile type

When you change the status and save  
It will automatically update the privilege length.




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## Profile Type Resident Adult/Minor

- **Resident**- Reside or own property in Pueblo County.
- **RESADULT** -Customers 18 years of age and older
- **RESMINOR** - Customers 17 and younger.

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### Profile Type Nonresident Adult/Minor

**Nonresident** - Customers who live outside Pueblo County, but within Colorado. They cannot access downloadable content (ebooks) and certain licensed databases, and are not eligible for Interlibrary Loan services.

NONRESADLT – Over 18

NONRESMNR– Under 17

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### Minors Only

- Ask the adult with them if they are the parent or guardian, and will take responsibility for the acct.
- Check their parent's acct, if over \$10 in fines do not issue a new acct.
- Put the parent's name in the Guarantor Information.




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### Profile Type Unverified

- proof of address was not provided at the time of registration
- there are issues with the account and staff have changed the account status.
- Allows the customer to check out two items at a time and access to some library services may be limited. The privilege expires 30 days from the registrations date.

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## Add Notes

Patron can see

Staff can see

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## Update Notice Preferences

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## Welcome to the Library



- Hand them a welcome brochure
- have them sign the card
- ask if you can help them find anything.

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## Loan Rules

<http://www.pueblolibrary.org/about/borrowingrules>

Loan Rules

Material Type	Loan Period	Limit	Hold Limit	Renewable	Overdue Fees	Grace
All Items		Unlimited	50	Yes	2.00/day max \$4	3 day
Books	3 wk/21 days	100	50	Yes	2.00/day max \$4	3 day
Audio Books, Magazine, Graphic content (comic books) Electronic Audio, properties	3 wk/21 days	50/day	50	Yes	One piece or maximum price for children's picture books \$1.00 and novel books \$0.50 if returned	3 day
Check View DVD's	3 days	5	10% not holds	No		3 day
CD's	3 wk/ 7 days	100	50	Yes	2.00/day max \$4	3 day
Video, DVD, Videocassettes, Electronic Video	3 wk/ 7 days	10/day	50	Yes	2.00/day max \$4	3 day
Web 4's (e-books)	3 wk/ 7 days	5	5	No	2.00/day max \$20	
Community Passes	3 wk/ 7 days	5	5	No	Depends on Pass	3 day
Tablets	3 wk/ 7 days	5	5	No	2.00/day max \$20	

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