ADDING A COMMUNITY PATRON IN ALMA

Clarion University Libraries welcome library use by members of the local community and offer courtesy library cards.

Residents of Armstrong, Butler, Clarion, Crawford, Elk, Forest, Jefferson, Mercer, Venango, and Warren Counties are eligible for a card. Other visitors to the Libraries may use on-site services, but may not borrow materials.

The courtesy card is free of charge and is valid for the calendar year in which it is issued. Users must be at least 18 years of age and present a valid driver's license or alternative photo ID, as proof of current address, and also provide a valid e-mail address.

Ask to see a driver's license. Give patron a yellow registration card (in tray under Hold Shelf) to fill out. Also get a white plastic library card and have patron sign it legibly. Write the number from the back (29363…) and the expiration date on the back of the yellow card.

Log into Alma as supervisor; make sure you are at Suhr Circulation Desk.

Go to Admin (beside Fulfillment), Manage Users, type last name of patron in search box, click on magnifying glass. (We do not want to create a second student record for the same person or a second community patron record, etc.)

If name is not found, click on "Add User" dropdown

If name is found, click on name link below. Change User Group to "Community Patron." Save

Always choose "Public"

Then work your way down the form
First Name   …   Middle Initial   …   Last Name
Primary Identifier (the barcode from the plastic library card for a community patron - beginning 29363)
Expiration Date (12-31 of the current year, or following year if close to year-end)
Choose a type and add patron's email address
Choose a type and add patron's address
Choose a type and add patron's phone number

Click "Save".

ADDING NEW STUDENTS, FACULTY, AND STAFF IN ALMA

A student may be added to the system IF they present a valid ID card and their name is found in the website directory.

Log into Alma as supervisor; make sure you are at Suhr Circulation Desk.

Go to Admin (beside Fulfillment), Manage Users, type last name of patron in search box, click on magnifying glass. (We do not want to create a second student record for the same person)

If name is not found, click on "Add User" dropdown

Always choose "Public"

Then work your way down the form
First Name
Middle Initial
Last Name
Primary Identifier – the student's Clarion ID number
Expiration Date (a month from today)
Choose a type and add patron's email address
Choose a type and add patron's address
Choose a type and add patron's phone number

When finished:

For new students, faculty, and staff, Click "Save and Continue". Then click "Toggle Account Type" and "Confirm". (Does this change from Internal to External?) You are now done.

(If student does not have ID with them, materials may be signed out by writing the call number, title, and barcode on a slip of paper. Also include student's name, phone number,