
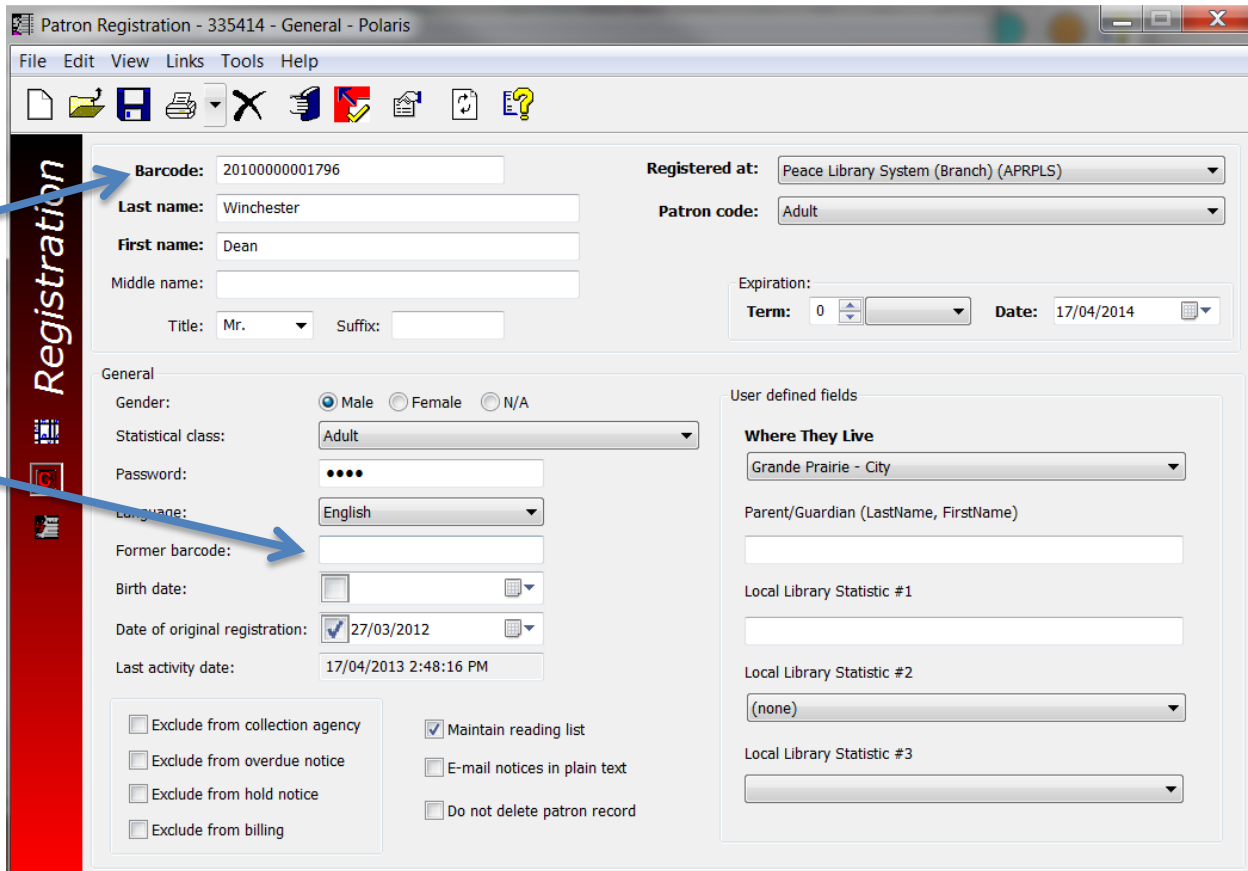


How to change an existing PLS patron from **another** PLS library to be a patron of **your** library

1. Find the patron record that already exists in Polaris, and **confirm the patron wishes to have their registered library change to yours**. Make sure their address and phone number are correct. If the patron is from a non-PLS library, please contact Peace Library System.

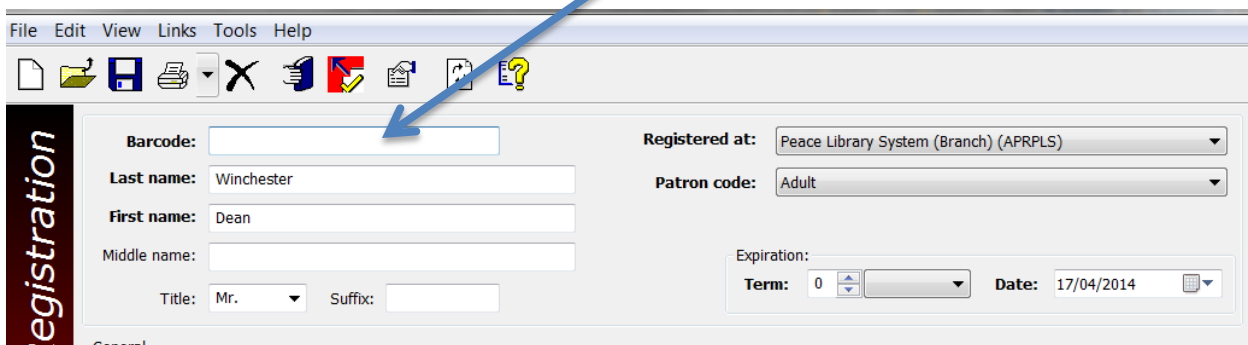
2. In the **Patron Registration Record**:

a) Copy the barcode of the former library and paste it into the **former barcode** field under the G – General view 



Place this barcode in the former barcode field

b) Add the barcode from **YOUR** library to barcode field and add it to their physical card.



c) Changed the **Registered At** library to **your** library using the drop down box, and make sure the **patron code** is correct. Please note: only the previous library and your library will be listed as options.

Patron Registration - 335414 - General - Polaris

File Edit View Links Tools Help

Barcode: _____

Last name: Winchester

First name: Dean

Middle name: _____

Title: Mr. Suffix: _____

Registered at: Peace Library System (Branch) (APRPLS)

Patron code: Adult

Expiration: Term: 0 Date: 17/04/2014

d) Make sure that the **Where They Live** field is still accurate

General

Gender: Male Female N/A

Statistical class: Adult

Password: ●●●●

Language: English

Former barcode: _____

Birth date: _____

Date of original registration: 27/03/2012

Last activity date: 17/04/2013 2:48:16 PM

Exclude from collection agency Maintain reading list

Exclude from overdue notice E-mail notices in plain text

Exclude from hold notice Do not delete patron record

Exclude from billing

User defined fields

Where They Live: Grande Prairie - City

Parent/Guardian (LastName, FirstName): _____

Local Library Statistic #1: _____

Local Library Statistic #2: (none)

Local Library Statistic #3: _____

e) Make sure all fields are completed as you would any other membership, i.e. Local Library Statistic, if you use them, membership expiration, etc.

f) Remember to **save!**