

User Card Type Procedure

User card types should be assigned using the following guidelines:

Name	Description
Adult	Should be used for most patrons age 18 and above.
Juvenile	Age limit defined locally but should be under age 18.
Juvenile No Internet	Juvenile whose parent or guardian has denied them internet access. Can be updated to Juvenile user type if this changes.
Employee	Used for currently employed library staff.
Community Card	Used by certain libraries for patrons who are limited to two checkouts at a time. If your library wishes to use Community Cards and has not in the past, please contact OWLS. Community Cards are only valid at those libraries who have requested them.
Book Club Card	Used for patrons who oversee a book club and need to place holds on multiple items of the same title.
Institution	Used for school, daycares, businesses, etc. For more information see Institution Cards policy.
Internal	Used for internal library locations such as technical services.
Internet Only	Used for patrons who cannot check out items but have a card for internet purposes only.
Online Registration	Automatically assigned to those accounts that are registered online. These should be updated to regular cards once patrons come in.
Teacher	Used by certain libraries for patrons who are needing materials for a classroom setting. Must have an account in good standing.
Walking Books	Used for materials checked out to patrons who cannot get to the library.
ILL Other Libraries	Used for non OWLSnet libraries for purposes of ILL.