PURPOSE

The purpose of this procedure is to outline steps to authorize users to circulate materials from the library.

PROCEDURE

1. The patron must present appropriate identification including a valid TCL ID, a valid community library card, or a valid ID from a South Carolina public institution of higher education.

2. The LRC Staff will check the circulation system to verify patron status.

3. If not already on the system as a borrower, the patron must complete a Borrower’s Agreement Form. Patron data for faculty, staff, and students will be updated periodically from extracts run against the Datatel system.

4. The LRC staff will enter a brief patron record on circulation system if the patron is TCL faculty, staff, or student, and is not already registered. Complete patron data for non-TCL users will be entered manually.