POLICY NO: A:02

SUBJECT: Non-University Affiliated Users of the Library

APPROVED: Fleming A. Thomas, Director of Libraries

INDIVIDUAL/OFFICE RESPONSIBLE FOR THIS POLICY: Director of Libraries

LIBRARY PRIVILEGES FOR NON-UNIVERSITY PERSONNEL AND RETIREES

1. Non-university personnel who request library privileges are required to register as Friends of the Library and to pay a one-time fee of $35.00. Checks must be made out to either NSU Foundation or Friends of the Library.

2. Approval for library privileges and Friend of the Library privileges is granted by the Director of Libraries or Branch Managers, and may be terminated for abuse.

3. All persons approved for library privileges and Friends of the Library privileges must obtain a Friends of the Library identification card from the One-Card Office, or an authorized representative of the One-Card Office. The Coordinator of Circulation obtains information from the individual for the borrower database. Also, each person requesting these privileges must fill out a form (see attached) which will be kept on file in the appropriate Library Administrative Office. At the time the Identification Card is obtained in the One-Card Office, the person will pay a one-time $5.00 fee for making the card, which will be updated by an annual sticker showing the expiration date; however, if the person breaks or loses the card, a $5.00 fee will be charged to make another card.

4. The Friends of the Library Identification Card is to be presented to the appropriate Library employee each time services/privileges are requested.

5. Library privileges accorded to retired faculty are the same as those accorded to current faculty, provided they have purchased an identification card from the One-Card Office which will make all retired personnel eligible for full Library privileges.

6. Library privileges accorded to retired staff are the same as those accorded to current staff, provided they have purchased an identification card from the One-Card Office which will make all retired personnel eligible for full Library privileges.
FRIEND OF THE LIBRARY REGISTRATION FORM

Date: ___________________

Name: ____________________________________________________________________

Social Security #: _______________________  Birthdate: _______________________

Mailing Address:________________________________________________________________

City: ______________________________________________________________________

EMAIL Address (Required: overdue notices are ONLY sent by email):

_____________________________________________________________________

Home Phone: ________________________________

Place of Employment: ______________________________________________________

Work Address: __________________________________________________________________

City: ______________________________________________________________________

Work Phone: ________________________________

Agreement: By signing this document, the Friend of the Library agrees to abide by all
library rules and procedures. Abuse of library privileges means an immediate
termination of all privileges.

Signed: ________________________________
ONE CARD OPERATIONS
PROCEDURE FOR PRODUCING FRIENDS OF THE LIBRARY CARDS
SPECIFICATION TEMPLATE PROCEDURE

I. Purpose and Scope: This procedure outlines the procedure necessary for producing a “Friends of the Library” identification card.

II. Reference: Friends of the Library Application Form

III. Responsible Area: Auxiliary Services

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POLICY:

PROCEDURE:

NSU LIBRARY PERSONNEL

1.) Upon receipt of the completed Friends of the Library application and annual fee, the library will manually enter the person (using the applicant’s social security number) into the library system.

2.) The Library Representative will inform the applicant that they must obtain a Friend of the Library ID card in order to check out library materials.

3.) The library will collect the application fee for the Friends of the Library membership, but not the fee for the Friends of the Library Card, that is to be collected by the NSU One Card Office.

4.) The library will email or fax the One Card Office a copy of the application form, including the expiration date. This will be considered a formal request that the applicant be assigned a Friends of the Library Patron Identification Number.

5.) The library will copy the Shreveport One Card representative on the fax if the applicant is applying for membership at the Shreveport branch of the Northwestern Library.
6.) Once the Friends of the Library Patron Identification number is received back from the One Card Office, the Library representative will replace the Patron’s Social Security number in the SIRSI system with the new Patron Identification number.

7.) The Library will notify the applicant that they are now able to have their Friends of the Library Identification card. If the applicant is not still in the library, the library representative will notify the applicant by email.

**ONE CARD OFFICE REPRESENTATIVE**

1.) Upon receipt of the application, the One Card Representative will assign a Friend of the Library patron identification number to the applicant based on the Patron ID Spreadsheet.

2.) The Assistant Director of Auxiliary Services for One Card Operations will then need to go to the **Patron Lookup Screen** and enter the assigned Friends of the Library Patron Identification Number into the PIK field.

3.) The system will ask if you want to create a new record. Click YES and fill in all the necessary blanks based on the information from the contractor packets. Make sure to indicate that the Patron type is Friends of the Library, which is listed as code FL.

4.) Once all information is entered, click the save button.

5.) The Assistant Director of Auxiliary Services for One Card Operations should then make sure that the Gold Patron ID number (which is different than the PIK) is inserted into the PIK Control Log for record keeping purposes.

6.) The One Card representative will email the applicant’s new patron identification number to the Northwestern Library and the Shreveport campus.
(if the applicant will obtain the ID from there) so that the applicant can be notified that they can now have their Friends of the Library ID card made.

- IDs for the Natchitoches campus are made in room 152 of the Northwestern Student Union.
- IDs for the Shreveport campus are made on the 4th floor of the Nursing Education Center.

7.) Once the Friend of the Library arrives to have their identification card made the One-Card Representative must collect the $5.00 fee for producing the card.

8.) Once all fees are collected and receipts are written go to the CARDLINK button on the CS Gold ID workstation to actually produce the ID.

9.) The same procedures are used here as in the “Producing a Faculty, Staff, or Student ID card” except that under the patron information screen there is a drop down box that must be changed. Click on the box and scroll to the Friends of the Library option. Click the Friends of the Library code and this will change the card design to a Friend of the Library Card instead of the standard NSU ID card.

10.) Before printing the card, a blank magstripe card should be inserted into the card holder.

11.) Click PRINT CARD and this will return you to the Patron Lookup screen. Make sure to save all information.

12.) Cards will expire based on the expiration date provided by the NSU Library; which will be updated by an annual sticker showing the expiration date.