PATRONS

Creating a Patron

1. Click 'Patrons' on the top bar

Circulation   Patrons   Search   🛒 Cart   OPAC   More ▾

koha   Enter patron card number or partial name

Check out   Check in   Search

2. Click 'New patron' and choose patron type

Home › Patrons

⊕ New patron ▾

Adult In
Adult Indep District
Adult Out
College Student
Default from Orig ALS
Faculty
ILL
Juv In
~~Juv Indep District~~

B ... IJKLMNOPQRSTUVWXYZ

3. Fill in patron information

Patron identity

Salutation: [   ]

Surname: [   ] *Required*

First name: [   ] *Required*

Date of birth: [   ] 📅
(MM/DD/YYYY)

Initials: [   ]

	Days in advance	Email	Digests only?	Do not notify
Advance notice	0 ▾	☐	☐	☐
Item checkout	-	☐	-	☐
Hold filled	-	☐	-	☐
Item due	-	☐	☐	☐
Item check-in	-	☐	-	☐

[Save]   Cancel

Don't forget to click 'Save'

Remember

🗎 Fields in red are required

🗎 The more info you can get, the better

🗎 Overdues and notices will be sent to the primary email address

🗎 Username and password are used to login to the Online Patron Access Catalog

🗎 Users can change password after they login