

## Online Registration Options During Coronavirus Closures

Patrons can apply for cards while they #stayathome. WLS created a patron profile called Corona Temporary for use during this time that

- allows a patron access to digital resources
- does not allow circulation, but allows holds until the emergency hold limit rules are revoked
- has a 6 month expiration date
- will allow reporting on accounts created during this time

We recommend that you use this profile, but you can still use others and don't have to modify anything that you have already created.

**Look below for the option your library offers for online registration and information regarding barcodes.** Whatever method you use, we recommend that after you register a patron, you contact them, preferably by email if one is provided. You may want to include a screenshot of their barcode number, links to digital resources, and how to contact the library for help if needed.

### Online Registration Options

#### If your patrons use an online patron registration form on your library website

Use the provided information to search for the patron by last name and first initial, then by email, to see if there is already an existing account.

- If you find an existing matching account, verify and update, but don't add a record. Change the profile to Corona Temporary
- If you don't find a record, register the patron with the profile Corona Temp.

**If your patrons use the OPAC [Request a card](https://catalog.westchesterlibraries.org/eg/opac/register) link at <<https://catalog.westchesterlibraries.org/eg/opac/register>>**

Staff can review and process cards in the **Evergreen Pending Patrons** interface.

1. In the staff client select *Circulation* → *Pending Patrons*.
2. Select the patron you want to review. You will have the option to Load the pending patron information to create a permanent library account.
3. Use the information provided to search for the patron by last name and first initial, then by email, to see if there is already an existing account.
  - a. If you find an existing matching account, verify and update, but don't add a record. Change the profile to Corona Temporary
  - b. If you don't find a record, go to step 4
4. To create a library account for the patron, click on the patron's row, click on the *Load Patron* button at the top of the screen. This will load the patron self-registration information into the main Patron Registration form. Verify the data entry.
  - a. Choose Profile Corona Temporary
  - b. **\*\*Manually update the Password field to match the last 4 digits of the Daytime Phone field.\*\***
5. Enter the necessary patron information for your library, and click Save to create the permanent patron account.

## Patron Barcodes

If your library doesn't have access to existing barcodes, you can use the random string generator at <https://www.random.org/strings/> to generate random numbers.

### Part 1: The Strings

- Generate **100** random strings (maximum 10,000).
- Each string should be **9** characters long (maximum 20)  
**Library staff will enter their library's 5 digit prefix at the beginning of the barcode when registering a patron. For example: 863668223 becomes 21022863668223**
- Numeric digits (0-9)
- Each string should be unique (like raffle tickets)

### Part 2: Choose Output Format

- Get Strings

**Part 1: The Strings**

Generate  random strings (maximum 10,000).

Each string should be  characters long (maximum 20).

Which characters are allowed to occur in the strings?

Numeric digits (0-9)

Uppercase letters (A-Z)

Lowercase letters (a-z)

Do you want each string to be unique?

Each string should be unique (like raffle tickets)

Identical strings are allowed (like dice rolls)

**Part 2: Go!**

Be patient! It may take a little while to generate your strings...

**Random String Generator**

Here are your random strings:

863668223  
662776865  
549920316  
973207548  
048110374  
863827302  
075304072  
188926940  
599360502  
263018058  
250206050  
904110980  
602977457  
764919429  
758622568  
48485646  
29084710  
13481720  
83471150

Timestamp: 2020-03-27 17:39:17 UTC

Select Again! To generate more barcodes.