**Hour Two Workbook – Patron Input**

1. Select a completed Student ID form (the ones we staff have filled out) and create a New Patron Record for that patron.
   1. Is this a new or existing student? \_\_\_\_\_\_\_\_\_\_
      1. How do you know?

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* 1. The Application Form…
     1. Is the information legible? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     2. Does it contain all the required information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     3. Is the ‘Library Use Only’ section completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     4. If you answered ‘No’ to any of the above questions, what do you do?

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* 1. When completing the Local Patron Information node, which two Local Privileges lines are essential for borrowing privileges at the Patrick Power Library?

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* 1. When completing the Address information node, what are the two ‘Address Type’ used?

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* 1. When completing the Additional IDs node, what is the main reason you would not be able to add the patron’s ‘A’ number to this account?

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1. Visit this patron’s account through the OPAC ‘My Account’ tab.
   * List the ‘sub-tabs’ within the ‘My Library Account’ tab.
     + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_