

NEW BORROWER DATA ENTRY

Staff: Use this form to collect the information necessary to create a new borrower record in the library circulation system (ALEPH). Please, double check to see that the patron is not already in our system.

1. Check patron by name and by Student ID number.
2. Verify that the student has a current Photo ID – Polk State ID or Driver’s License.
3. Verify that the student is currently enrolled – current schedule from Passport.

Employees – please present your current Polk State ID badge as verification.

Library Patron: Please provide the following information. After you enter the information below, a new record will be created for you manually by the library staff. This form will be destroyed after your record has been created.

Polk State Student ID # _____ **Polk State Staff ID #** _____

(Staff – this number is entered into the BARCODE text box.)

First Name:

Last Name:

Mailing Address or Polk State Courier Station: _____

Street:

City, State:

Zip code:

Local Telephone Number:

E-mail Address:

Patron Type:

Polk State Student

Polk State Adjunct Faculty

Polk State Alumni/Retired

Polk State Faculty

Polk State Full-Time Staff

Polk State Part-Time Staff

Other: _____