

Linked Patron Record Policy

The Automated Library Information System (ALIS) enables patrons to link their records with designated other patrons; thereby, permitting library staff to have access to such linked records, including those materials checked out on each linked card. The purpose of this linkage is to permit staff to circulate reserve items to those patrons listed on the Linked Patron Form (see appendix) when the requesting patron is not personally present at the Library. This policy enables patrons who become ill or incapacitated to obtain reserved materials. A second purpose of this linkage is to allow parents the opportunity to easily monitor materials on their child's record. Linked patrons are responsible for materials checked onto their card. Patrons participating in a linked group may at any time revoke this authorization by notifying the Library.

However, it shall be the policy of the Library not to permit the Linked Patron Policy to be used to circulate materials amongst those listed on the linked patron form for the purpose of renewing items beyond the established limit or to supersede established borrowing limits for each category of material. The current renewal limit for ALIS libraries is two (2) renewals, which enables patrons to have an item for three (3) circulation periods; the original circulation plus two (2) renewals. Thus, a patron who has reached the stipulated limit cannot request such item(s) be checked out to another patron on their linked patron form. Further, patrons cannot utilize the linked patrons to borrow additional materials of a specified category, as established by the Library. (EG) the current film limit is four (4) films at any one time; consequently, patrons will be prohibited from borrowing more than four (4) even if they try to utilize a linked patron. Thus, patron A will be limited to four (4) films at any one time and will be prohibited from taking more than four despite an assertion that they can be borrowed by a linked patron.

Adopted: May 2015

Patron Consent Form for Linked Records

We, the undersigned library patrons, hereby authorize the Library to link our patron records together.

1. Name: _____ Address: _____
Barcode: _____ Date: _____
Signature: _____
2. Name: _____ Address: _____
Barcode: _____ Date: _____
Signature: _____
3. Name: _____ Address: _____
Barcode: _____ Date: _____
Signature: _____
4. Name: _____ Address: _____
Barcode: _____ Date: _____
Signature: _____
5. Name: _____ Address: _____
Barcode: _____ Date: _____
Signature: _____
6. Name: _____ Address: _____
Barcode: _____ Date: _____
Signature: _____

We understand that this linking will enable library staff to have access to our individual records, including materials checked out on our records, when any of the records in the linked group are accessed by library staff. Linked patrons are responsible for materials checked onto their card. Library records are considered confidential under New York state statute (CPLR section 4509), and each library is obligated to treat such information in accordance with the legal requirements set forth in the statute.

Notwithstanding the above, patrons shall not be permitted to use patrons on this form to obtain additional borrowing periods over and above those established by Library policy. Further, patrons shall not be permitted to use patrons on this form to exceed limits on categories of materials.

Any patron participating in a linked group may at any time revoke the authorization by notifying the Library to unlink his/her record.