

## Online Patron Registration Policy (eCard) Procedure

Approved May 20, 2021

Patrons may register for a NWLN eCard account online for access to place holds and immediate access to online resources.

Access via a system-generated barcode number will be granted when the registration form is submitted. These patrons' records will have a distinct patron type code (94).

To register online, patrons must provide:

- Full name
- Wisconsin residential address
- County of residence
- Home library
- Township of residence
- Phone number
- Birthdate
- Email address

Patrons have will have access to all system funded online resources. Libraries that purchase locally funded resources may allow access, but are not required to do so.

Patrons may have either a NWLN-member library card with full privileges, or an eCard for access to online resources only. Library and / or system staff will make a reasonable effort to delete or merge any record created online via patron registration which:

- Is a duplicate of an existing patron record based on name and birthdate
- Does not include a residential address in Wisconsin

System staff will provide libraries with a list of eCard registrations monthly. Library staff will verify address, home library, township and check for duplication.

Patrons who register online may later get a NWLN library card with full in library privileges by completing the standard registration process as outlined in [NWLN Patron Registration Recommendations](#). Library staff will verify the information provided. Library staff will verify whether patron is currently using eCard to access online resources.

If not, the eCard barcode can be replaced with the physical card barcode. If yes, staff will submit a ticket to [helpdesk@northernwaters.org](mailto:helpdesk@northernwaters.org) and provide both eCard and physical card barcodes for merging.

Patron records created via online patron registration will be deleted 1 year after the date of last use.