



Registering Users at PALS Plus Libraries

Type	Profile	UserCat1	UserCat2 [Local Use]
Resident ¹	[library's applicable resident profile]	1-PASSAIC	DO NOT CODE
Courtesy ²	*-CO	1-PASSAIC	[Code for local use]
Paid Borrower [CALD LITT] ³	*-PD	1-PASSAIC	[Code for local use]
Paid Borrower [other] ³	*-CO	1-PASSAIC	PAID
NonCirc ⁴	NONCIRC	1-PASSAIC	DO NOT CODE
Open Borrower ⁵	*1RB-A or 1RB-J	[OB Code]	DO NOT CODE
Hawthorne Patron ⁶	*1RB-A or 1RB-J	B-HAWTHORN	DO NOT CODE
William Paterson Patron ⁷	*1RB-A	2WPU	DO NOT CODE
ReBL Borrower ⁸	REBEL	E-[town or library]	DO NOT CODE

¹ A **RESIDENT** user is entitled to a free library card at the registering library and is a resident of the library's service area. Regular users have full borrowing throughout PALS Plus, including system-wide holds.

² The **COURTESY** profile is available to use as each library chooses. Courtesy users often, but not always, work, attend school or teach in the town. Do not issue courtesy cards to users who live in other PALS Plus communities. The Courtesy Borrower has library privileges only at the PALS Plus library at which they were registered. They may not place system-wide holds.

Note: When registering a Courtesy borrower, complete the standard fields, using the -CO profile and also: Record place of work in the Line field of Address 2

Add a NOTE on the Extended Info tab as follows (using Clifton as an example): CO-Clifton Use Only

³ Caldwell and Little Falls offer PAID memberships to non-residents through intergovernmental agreements and have *-PD profiles. **Other libraries should register paid borrowers as courtesy borrowers.** Do not issue paid cards to users who live in other PALS Plus communities. The Courtesy Borrower has library privileges only at the PALS Plus library where they were registered. They may not place system-wide holds.

Note: When registering a Paid borrower, please complete the standard fields, using the -PD profile and also:

Add a NOTE on the Extended Info tab as follows (using Caldwell as an example): PD-Caldwell Use Only

⁴ NONCIRC users may use public PCs at PALS Plus libraries but may not check out materials. The default expiration date for a noncirc user is 3 months from the time of registration.

⁵ An **OPEN BORROWER** is entitled to walk-in library privileges at any PALS Plus public library. The borrower must register a library card issued by a participating library, with an OB sticker, and must be in good standing at their home library and in PALS Plus. Assign UserCat1 based on the issuing library of the user's library card, not the home address of the user.

⁶ Hawthorne cardholders (Louis Bay 2nd Public Library) are entitled to walk-in library privileges at any PALS Plus library. System-wide holds are not available to these borrowers.

⁷ William Paterson cardholders are entitled to walk-in library privileges at any PALS Plus library. System-wide holds are not available to these borrowers.

Note: When registering a WPU student, please use Address 1 for the student's permanent mailing address and Address 2 for the local address. Enter WPU in the note field.

⁸ ReBL registrations apply only at PALS Plus libraries in Essex County. ReBL users have walk-in privileges at participating Essex County public and academic libraries.

At other PALS Plus libraries Essex County cardholders may be given courtesy cards.