

## **Renewing a PALS Plus Borrower**

Borrowing privileges can only be renewed by the issuing library upon presentation of appropriate ID.

Telephone renewals of borrowing privileges will only be accepted library to library and proper identification must be shown.

However, there is always an exception.

A patron from Wayne comes into the Clifton library and his card just expired 2 days prior. He really needs the materials. What do you do?

Ask patron for his license. Check the front and back of the license for any changes. Call the home library and ask if you may give the patron an extension to the end of the loan period.

If the home library gives permission, AS A COURTESY TO THE PATRON, the extended loan period can be given.

## **Renewing a non-PALS Plus card**

Lodi patron is registered in PALS Plus through the Pompton Lakes Library. Now he is at the Bloomingdale library and his card is expired. What do you do?

The patron must have appropriate ID (library card and personal ID). You must verify with their home library that they are in good standing. If a BCCLS patron, call or use the BCCLS Patron lookup: [www.unicorn.bccls.org/cgi-bin/loan/lookup.pl](http://www.unicorn.bccls.org/cgi-bin/loan/lookup.pl)

After you have verified the patron's status in Open Borrowing, the patron can now be renewed AFTER you have modified his record following these steps.

Patron must fill out new registration card from your library  
Patron does not get a new record. You modify the existing record.

Modify as follows:

### Basic Info

Library: (Pompton Lakes) to Your library (Bloomingdale)

Profile Name: 1RB-A

### Demographics

User cat1: Lodi

User cat2: DO NOT CODE

Click Extend Privilege Button – All RB profiles upon renewal are automatically extended to 12/31/current year.