1. Ask for the **OK-Share Card** from the applicant’s home library.
2. Ask for a form of identification.
3. Go to [http://www.okhighered.org/ocald/participating-libraries.shtml](http://www.okhighered.org/ocald/participating-libraries.shtml) to see if the applicant’s library participates in OK-Share.

- A limit of 5 books for OK-Share patrons.
- Videocassettes, Audiocassettes, and CD discs are not on the share list.

1. Use a blue Courtesy Card from the middle drawer at the circulation desk
2. In WorkFlows, select **Circulation > Users > User Registration**

3. Select Profile name OKShare from the dropdown menu and scan in the barcode on the back of the Courtesy Card.

4. The barcode will be the means for checking-out materials to the applicant.
5. Complete the registration using information from the OK-Share card
6. Obtain **telephone number** and **email address** from the patron and add to customer record
7. Click on the **Extended Info** tab. In the **NOTE** field, state **OK-Share** and the name of the patron’s institution