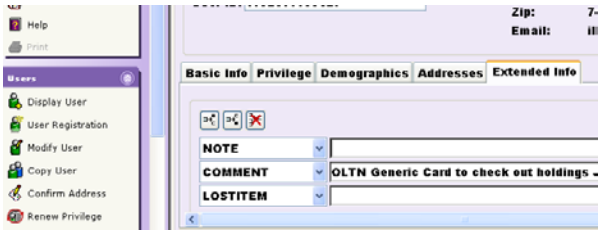
# OK-Share Card Application Procedures

Record in WorkFlows




**Library Staff:**

1. Selects Circulation > Users > Modify User
2. Opens patron's account
3. Verifies:
   - The applicant is a current patron of RSU library.
   - The patron record is clear of overdues and bills.
4. Clicks on Extended Info tab
5. In the NOTE field, enters this: *OK-Share Card application on [date] mm/dd/yy*.

Complete Application

**Applicant:**

1. Completes and signs form
2. Signature indicates applicant has read the policies and agrees to the borrowing terms

**Library Staff:**

1. Records expiration date:
   - For students: Last day of current semester
   - For RSU Staff: One year from application date

Issue Card

**Library Staff:**

1. Locates blank **OK-Share Library Card** at circulation desk, drawer two
2. Completes and signs
3. Presents card to patron

   ***Note: Any library staff member is authorized to sign card***

File

**Library Staff:**

1. Clips signed form to information sheet
2. Files alphabetically by applicant name in OK-Shared folder (drawer two, reserves filing cabinet)