

OK-Share Procedures for Visitors from Other Academic Libraries

Identify User

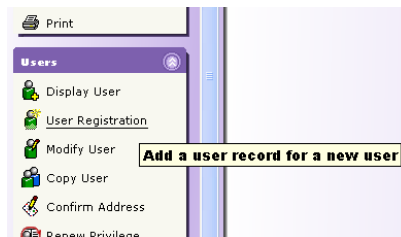
1. Ask for the **OK-Share Card** from the applicant's home library.
2. Ask for a form of identification.
3. Go to <http://www.okhighered.org/ocald/participating-libraries.shtml> to see if the applicant's library participates in OK-Share.

Explain OK-Share Policies

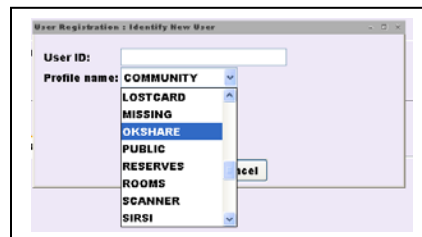
- A limit of 5 books for OK-Share patrons.
- Videocassettes, Audiocassettes, and CD discs are not on the share list.

Register User

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.



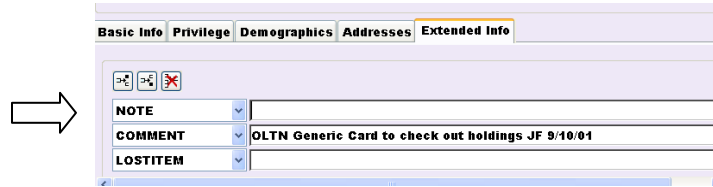
4. The barcode will be the means for checking-out materials to the applicant.

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**Complete
Registration**

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



Basic Info | Privilege | Demographics | Addresses | **Extended Info**

NOTE
COMMENT OLTN Generic Card to check out holdings JF 9/10/01
LOSTITEM