

Creating Online Only Library Cards

Libraries are encouraged to follow this process to grant access to digital resources when new library patrons apply for a card online. Please follow the guidelines below and your library's policies and procedures when creating online only library cards.

Use the following fields to create an Online Only library card:

To create an Online Only Digital Resource card, use the following patron record information:

Patron Type: **260 Digital Resource Card**

Expiration Date: **One month from today's date**

Message: **This is a digital card. Please verify identity and address upon renewal and update Patron Type.** -your initials/your library code

If your library would like assistance with setting up a patron record template for creating Online Only Digital Resource cards, please contact us at help@librarieswin.org

Online Only cards with Patron Type 260 Digital Resource Card

Are intended to be temporary

- An expiration date one month after the application date is recommended
- Libraries will need to hold the assigned physical library card for the patron to pick up in person
- When the patron visits the library to pick up the card staff should review the patron record and
 - Verify identity (with ID)
 - Verify address (with ID, postal mail, or other preferred source)
 - Change patron type to a local patron type

Cannot access physical materials

- Digital Resource Cards are intentionally set so that patrons cannot place library materials on hold or checkout physical library materials.
 - Staff should not override blocks
 - A 'not holdable' message will appear for holds.
 - A 'loan rule is not circulating' message will appear for checkouts
- Statistics for Online Only cards will be attributed to WVLS.
 - Any online use counts on will be attributed to WVLS
 - Any circulation stats for overrides by staff will be attributed to WVLS