



## Traverse des Sioux Library System

1400 Madison Ave., Suite 622  
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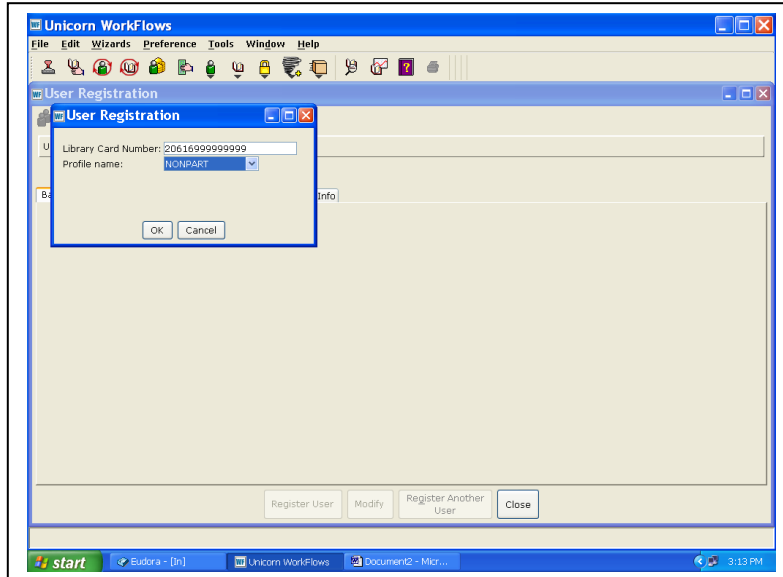
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12/9/05jd

# Procedures for Registering North Mankato residents in the TdS Regional Automation System

### To register a North Mankato city resident:

1. Use the *Display User* wizard to determine if the patron is already registered in our system.
  - If so, honor their card according to your library's policies.
  - If not already in the system, you'll need to see their North Mankato library card before proceeding with registration. ***It's essential that you use the 20616 barcode.*** If the patron does not have a card from North Mankato, they will first need to obtain one.
2. Use the *New User Registration* wizard to load the patron into the database.
3. Scan their North Mankato Taylor Library barcode number into the Library Card Number field, and select NONPART as the user profile as shown below.



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4. Fill in other tabs as you normally would when registering a patron at your library.

The NONPART user profile limits total charges to 15 items. It also allows the patron to place up to 3 holds but ***only for items owned by the library that registered the patron.*** Staff should

not place override system-level holds for the patron. The overdue threshold is 5. The bill threshold is \$5.00. These patrons are also blocked from placing holds through MnLINK.