

## Library Card Self Registration

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People can now apply for a library card online. Here's how it works:

### *What they do:*

- They visit [www.valnet.org](http://www.valnet.org), complete the form and submit it.
- They see a message instructing them to come into the library with identification within 30 days to pick up their new card.
- Koha assigns the SELFREG patron type.
- They are not required to have an email address.

### *What staff does:*

Within 30 days they visit the library in person to receive their card. Just as with any new card,

- **Search** to make sure they don't already have a card.
- **Check their identification.** If they are within the VALNet service area they get a free card. Only if they are not within the service area of any VALNet library can they be charged for a non-resident card.
- **Change SELFREG** to the appropriate patron type.
- **Give them their new card** and welcome them to VALNet.
- **Add their new card's barcode into their patron record.**

### *Good to know:*

- If they don't come in to pick up their card within 30 days, their registration is automatically deleted. No action is required by staff. They can re-apply at any time.
- To see pending applications, simply search for patrons with "SELFREG" patron type.
- If you see any problem with the self-registration, email [sys\\_admin@aclib.org](mailto:sys_admin@aclib.org).