Student Card Working Group

Meeting Notes: November 15, 2018

Goal of Working Group:
Develop a way to work with the Georgia Department of Education and schools to provide library cards to all students in all PINES areas of Georgia.

Moderated By:
Terran McCanna and Elizabeth McKinney

Present:
Catherine Baldwin
Stacy Brown
Jennifer Durham
Pamela Grigg
Stephen Houser
Chelsea Kovalevskiy (for Lecia Eubanks)
Jennifer Lautzenheiser
Beth McIntyre
Geri Mullis
Jeremy Snell (for Jessica Everingham)

Overview of Process:
1. Parent opts in to allow student to have PINES library card.
    a. Georgia Department of Education and PINES will work with the school districts and their vendors that store their student data to add additional functionality to allow parents to opt in to allow their students to have a PINES library card via the Parent Portal provided by GaDOE.
2. School district uploads data to PINES.
    a. PINES will work with the vendors that store the student data on a standard format with required fields to upload student data.
3. PINES converts data to accounts.
    a. New scripts will be developed to go through uploaded files and create new accounts (or update existing account information).
    b. Account number will be a combination of the library shortname and the student ID number assigned by the school district. (This is to prevent problems with the same ID numbers being used by different school districts.)
    c. Default password will be developed based on the student's birthday.
4. Accounts are immediately usable.
    a. Students may log in to use e-resources.
    b. Students may log in to place holds.
5. If a student comes into the library, they may use their Student ID card or may get a physical PINES card.

a. Not all school districts provide student ID cards to their students, but if they do, students should be allowed to use them.
b. If student is given a PINES card, the username should stay the same (the library policy name & student ID number) but the barcode replaced by the PINES barcode number.

Additional Notes:
- The new Student Card profile should be available to all students regardless of whether they attend a participating public school or not. If they are not, their parent/guardian must apply for the card like they would for any other card.
- Any library e-resource vendors that use the 5-digit numeric PINES card prefixes should use library's policy name codes as well.
- The school districts take responsibility for gathering the opt in from the parents, and for updating PINES when student information changes.
- The parent should only need to opt in once unless the student moves to a different school district, in which they would opt in again and receive a new account. The old account would be allowed to expire.
- Duplicate checking will not be required. If the student already has a PINES card, the student may still get a Student Card if desired.
- Expiration of 1 year (updates each time the school provides updated information).

Voting Topics for the May Meeting:
1. Circulation Period: Standard circulation periods, or longer (like Outreach)?
2. Fines: Should Student Cards be charged overdue fines? Or no overdue fines on juvenile materials? Should Student Cards be charged for Lost, Long Overdue, or Damaged items? Should Student Card account be blocked at a set fine limit, or should students still be allowed to access e-resources?
3. Concurrent Checkouts: Should students be allowed to check out the standard number of items (50) or a different number?
4. Cards: Should students be given the standard PINES cards or should a new card design be created just for Student Cards?
5. Expired Accounts: Should Student Card accounts be purged after they have been expired for a set amount of time? What amount of time should that be?
6. Transition to Adult Cards: When a patron is no longer in school / no longer a juvenile and their Student Card has expired, what is the best way to inform them that they will have to start being fully responsible for their own card? Should they be asked to fill out an application form and sign the acknowledgement of responsibility in order to renew their card?
7. Digital Only Cards: Should the Digital Only permission group be expanded to allow use by other groups (for example, deployed military, homeless).