

MVLS/SALS Joint Automation Project  
Identification information in Patron Registration  
**May 14, 2025**

**Statement:**

The MVLS/SALS Joint Automation Patron Database is used by staff and volunteers in participating libraries in the Mohawk Valley and the Southern Adirondack Library Systems. Consistent and complete patron records are needed to keep the database accurate and will safeguard the loaning of materials in a consortial environment.

**Regulation:**

All patron records will contain identification information in the ID number field and a birth date in the Birth Date field. ID numbers and birth dates must follow the documented formats. Examples and standards can be found on the JA Intranet.

If library staff cannot collect identification information the ID number field should remain empty and a free text block with the value "No ID recorded" will be added to the record through a nightly job. If a library has a patron for whom they are unable to record a valid ID number, they can add a free text block explaining the circumstances. They should not enter anything in the ID Number field, and the resulting "No ID recorded" free text block will be on the patron account, in addition to the free text block containing their explanation.

In a very small number of cases it is impossible to acquire a valid birth date for a patron. In those cases, all staff must enter a birth date of 1/1/1900 as a universal indicator that a birth date was not able to be obtained. No other "fake" dates are acceptable.

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