

## **Patron Status Report**

The Patron Status Report provides patron information, booking usage information, and printer usage information.

These instructions assume that you have logged in to the admin site <http://libonline.scls.lib.wi.us/admin> with your library's user name and password

### **To run a Patron Status Report**

1. Select Reports from the menu
2. Select Patrons->Patron Status Report
3. Enter the patron's card number
4. Click on the "Show Report" button

### **Information shown on the Patron Status Report**

The Patron Status Report will display the following information:

#### Patron Information

- Card Number
- PIN
- Patron's Name
- Patron Category
- Patron Type

#### Booking Usage

For each workstation type, the report shows:

- Total amount of allowable time
- Total amount of time used and pending
- Total amount of time extended by a librarian
- Amount of time available for booking
- whether the type is Available to the patron
- whether Bookings from other workstation types affect available time

Patron suspension information (if there is a suspension currently in effect)

#### Printing Usage (for those libraries with Print Management)

For each printer type, the report shows:

- Free pages allowed
- Free pages used
- Free pages remaining

## Interpreting a patron's Booking Usage

Here is an example:

### Booking Usage

*Time Usage For branch ZZZ TEST, for date 2/20/2009*

Workstation types	Total amount of allowable time	Total amount of time used and pending	Total amount of time extended by a librarian	Amount of time available for booking	Available to patron	Bookings from other workstation types affect available time
Friday schedule	1 hour, 30 minutes	0	0	45 minutes	Y	Y
Internet PC	1 hour, 40 minutes	0	0	1 hour, 40 minutes	Y	N
New Type with &	1 hour, 40 minutes	55 minutes	0	45 minutes	Y	N
Tuesday Type	1 hour	0	0	45 minutes	Y	Y

### **Total amount of time used and pending...**

- the amount of a patron's time that is booked or already used
- ex. Kerri has already used (or booked) 55 minutes on "New Type..." workstations

### **Amount of time available for booking**

- this is a snapshot of how much time a patron would have available to him/her on each workstation type
- this is NOT a picture of how much total time a patron has left/available at that library
- ex. Kerri has:
  - 45 min avail to her on the Friday schedule type
    - OR
  - 1hr 40 min avail to her on the Internet PC type
    - OR
  - 45 min avail to her on the "New Type"
    - OR
  - 45 min avail to her on the Tuesday Type
    - OR
  - Some combination of time on multiple types , depending on other workstation type settings
- She does NOT have the total of all of those amounts put together (she does not have a total of 5hrs 55 minutes still available to her at this branch)
- In order to get a complete picture of how a patron could use their time, you should know:
  - Branch limit
  - Whether the workstation type limits override the branch limit
  - Whether the workstation type limits take into consideration the amounts of time used on other workstation types

## The kicker (and the confusing part):

If you have multiple workstation types that have lower limits than your branch limit, this report can be confusing. Here's an example:

### Booking Usage

*Time Usage For branch ZZZ TEST, for date 2/20/2009*

Workstation types	Total amount of allowable time	Total amount of time used and pending	Total amount of time extended by a librarian	Amount of time available for booking	Available to patron	Bookings from other workstation types affect available time
Friday schedule	1 hour, 30 minutes	0	0	45 minutes	Y	Y
Internet PC	1 hour, 40 minutes	0	0	1 hour, 40 minutes	Y	N
New Type with &	1 hour, 40 minutes	55 minutes	0	45 minutes	Y	N
Tuesday Type	1 hour	0	0	45 minutes	Y	Y

Branch limit = 100 minutes (1 hour, 40 minutes)  
Friday sched. limit = 90 minutes (1 hour, 30 minutes)  
Internet PC limit = 100 minutes (1 hour, 40 minutes)  
New Type limit = 100 minutes (1 hour, 40 minutes)  
Tuesday Type limit = 60 minutes (1 hour)

The Friday Schedule type and the Tuesday Type both take bookings from other workstation into consideration when calculating available time.

So you might think.... if a patron uses 55 minutes on another PC type, that should leave 35 minutes (1 hr, 30 min allowed minus 55 min used) on the Friday Schedule and 5 minutes (1 hr allowed minus 55 min used) on the Tuesday Type. But it doesn't!! Why?

Let's do the calculations the way the report does:

Branch limit is 100 minutes.

Patron uses 55 minutes.

That leaves 45 minutes.

The difference in time between the branch limit and the workstation type limit doesn't count against the workstation type usage.