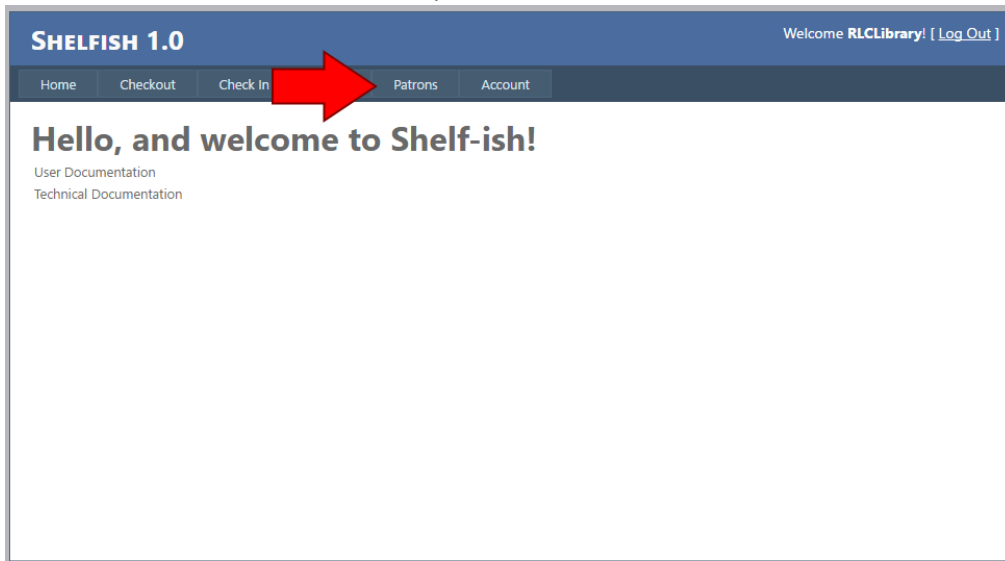
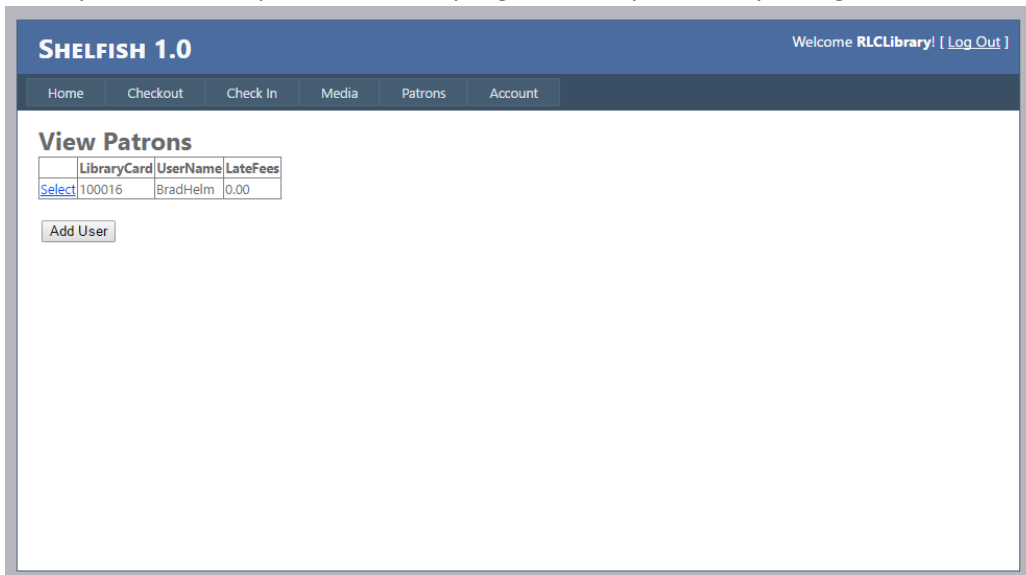


Adding, Managing, and Removing Patrons

1. Click the “Patrons” button on the top of the screen.



2. Here, you can see all patrons currently registered at your library, along with their late fees.



SHELFISH 1.0 Welcome **RLCLibrary!** [[Log Out](#)]

Home Checkout Check In Media Patrons Account

View Patrons

	LibraryCard	UserName	LateFees
Select	100016	BradHelm	0.00

Figure 1 Selected Patron

Deleting Patrons

1. Click the select button next to the patron to be removed.
2. Click the “Delete User” button.
3. If the patron still has media checked out, the deletion will fail, and you will be notified, in order to make sure all media has been returned.

Managing Patrons/Late Fees

1. Click the select button next to the patron to be managed.
2. Click the “Manage Patron/Late Fees” button.
3. Here, you will be able to edit the patron’s personal information.
4. When you are done, click Save.

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Home Checkout Check In Media Patrons Account

Rend Lake College Library
Brad Helm
100016

Late Fees:

Address:

City:

State:

Country:

Zip:

Phone:

Figure 2 Editing Patron

Adding Patrons

1. Click the “Add User” button.
2. Enter the patron’s personal information, and ask them to create a password and security question/answer. Shelfish recommends that the created username be in the form of “FirstnameLastname”, for ease of use.
3. Click the “Create User” button.
4. You will be taken to a screen that displays the newly created user’s library card number.

SHELFISH 1.0 Welcome **RLCLibrary!** [[Log Out](#)]

Home Checkout Check In Media Patrons Account

Add Patron

Add New Patron Account

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

Full Name:

Address:

City:

State:

Country:

Zip:

Phone:

Figure 3 Adding Patron