

Patron Update Form

The “Patron Update Form” or the old term “The Blue Form”, is a web-based form that staff can fill out and sent to a home agency library when a non-home agency patron asks to have any of their information changed. This form allows staff of the non-home agency to update any information in the patron’s record while notifying the home agency of the changes, so that they can update any paper registration as needed.

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Patron Update Form - The Blue Form

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Use the **Patron Update form** to notify a patron's home library when a patron record has been changed in Sierra.

Going To: *

From: *

Staff Name: *

Primary Reason For Update? *

- Patron Changed Agency - Please delete registration
- Card Renewed
- Change in Patron Info (address, phone, name...)
- A New Card Has been issued to the patron

Library Card Number *

Note

Provide additional information *only* if necessary

Please check any information that has changed:

- Address
- Name
- Phone
- Email

Patron Update Form

1. Choose the patron's home agency from the "Going To:" drop down
2. Choose your library from the "From:" drop down.
3. Enter your name into the "Staff Name:" field.
4. Check the primary reason for the update. *If you don't see your reason, you can add it to the Notes section.
5. Add in the patron's library card number. *If you issued a new card, add in the new barcode number here. The old number is no longer needed, nor in the database.
6. Add in any Notes as necessary.
7. Any information that was changed/updated in the account should be checked in the form.
8. Click on "Submit Patron Update Form."
9. This will get sent to the patron's (original) home agency via email and they will make any necessary changes on their end in terms of registration cards.