

## FAMILY LINKS

Multiple family members can be linked to the same card. The main family card will be able to see the family's borrowing directly from their account on the Discovery Layer without needing to log out and log back in to each card. If staff open the family card account in **Circulation > Check Out > Check Out**, they can view all family members' borrowing in one screen.

## SETTING UP THE FAMILY LINK

- 1. Go to **Patron > Find/Add Patron**.
- 2. Create patron records for each family member.
- 3. For the family member who will hold the main family card, select the "Family" checkbox on the Patron tab.

	Find Patro	on Patron	Additional Info	Ad	ditional Info II	Family Li	inks Note	s Histo	ory	Reading Preferences	Comm	unication	
Barcode				Patron ID								Save	
Last Name					Homeroom (No Homeroom) 🔻			•			Cance	el	
First I	Name				Issue Date		04/04/2018	3	1			Edit	
Middl	le Name				Expire Date	<b>V</b>	07/01/2032	2 [				Delete	3
Nickn	name				Date Of Birth			[:	1	Patron		First	
Gend	ender F M Prefer not to disclose			se	Status Active Library Insignia Library		Active v		v	ration	Previous		
Patro	on Group	AssetAdmin					ry		Add Picture		Next		
		Assistant			Pickup Library		-	-	•	drop files		Last	
		Director			Site		Select a Site]	ect a Site]		Show Picture		ReBarco	ode
		Guest K12Lib			Notes	-			=	Library Staff		Barcod	le
										Restrict Online Access		Loan Hist	
		Mediagrap	hy	-						🗸 Family		Clear Pic	ture
Circ 1	Туре	Public								Locked		Webca	m
RM C	Circ Type	Staff rm		Ŧ	Warning	-			1	Allow 3M Check Out		Captur	е
Phon	ne No	(780) -			Information					Can Checkout From Resource		Set Secu	irity
Cell F	Phone									Center	esource	Set Passv	Nor
Emai	il		Ма	il To						Reset Barcode During Checkout		New Fro Templa	om te
Addre	ess											Save A	s
City		Edmonton										Templa	te
State		ТХ										More 🔻	
Coun	ntry	USA								Editing History			-
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									Last Modified				

- 4. Select the Family Links tab and click Add.
- 5. Search for the other family member(s) and select the checkbox to the left of each family members' name.
- 6. Click **Apply**.
- 7. For children under 18, you will be prompted whether they should be removed from the family card after they turn 18. Click **Yes** for them to remain on the card after they turn 18. Click **No** for them to removed when 18.
- 8. If you want to remove a patron from a family card, select the patron from the grid and click **Delete**.



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## EXAMPLE OF CIRCULATION > CHECK OUT ON FAMILY CARD

Below is an example of what a family card looks like when open in **Circulation > Check Out > Check Out**. There is a Checked Out To column which will show which family member has the item checked out. The main family card can also view all fines and reserves for the family as well.



## FAMILY LINKS ON THE OPAC

If the main family card logs into their account on the OPAC, they can view all borrowing information, fines, and reserves for all family members by using the dropdown list and selecting the family members' name, or by selecting <ALL>.

<b>h</b> ome	Account	Register	Services	Events	Locations	Programs	About Us	Eamily Family
Insignia Library	• Relev	vance 💌		Q A	dvanced Project	Kids Digita	l Assets Medi	iagraphy 🚳 <b>?</b>
My Borrowing >	• Loan	✓ Include Copy I Select All	Info This patron I Show Result in Grid	has 0 books out. I			Ren Family Members	ew   Preview   Save MARC
Loan								<my info=""></my>
Overdue								Amy Grant
Next Due								Victor Smith
Items On Loan								Victor Siliur
Reserves								Amy Smith
Available Now								John Wickson
Current Holds								Dillan Aardema
Suspended								<all></all>
Fines								
Fines	\$0.00							