



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.

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**.



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.

#	Barcode	Call No	Title	Due Date	Checked Out To	Credit \$0.00
1	30001000005875		Cats, cats, and more cats / [written and i...	07/23/2018	John Wickson	
2	30001000004560		Healthy Foods	03/27/2018	John Wickson	
3	30001000000132	548 SYM	Crystal & gem	05/15/2018	John Wickson	
4	30001000000088	E JOH	My sister Gracie	03/01/2018	Amy Smith	
5	30001000000453	FIC RYA	Robin's case file	02/23/2018	Amy Smith	
6	30001000005813	FIC PIL	Dog Man. A tale of two kitties /	02/14/2018	John Wickson	
7	30001000001222	296.4 ZAK	Happening Hanukkah : creative ways to ...	07/01/2018	Amy Smith	
8	30001000000554	FIC PET	The Littles and the big storm	05/23/2018	Amy Smith	

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>.

My Borrowing > Loan

Overdue: 0
 Next Due: 0
 Items On Loan: 0

Reserves
 Available Now: 0
 Current Holds: 0
 Suspended: 0

Fines: \$0.00

Family Members: <My Info>, Amy Grant, Victor Smith, Amy Smith, John Wickson, Dillan Aardema, <ALL>