

UNDERFUNDED CONTRACT AREA SERVICE CARD
PROCEDURE

(Implemented July 1, 2010)

1. Maintain a supply of the green Contract Area Service Cards ordered through Lakeland
2. Issue the patron the green Contract Area Service Card attaching your library's barcode
3. Select the patron P-type designated for your library for these patrons by Lakeland
4. Put an MBlock on the patron
5. Set date for expiration per the library's contract or one year if no expiration date for the contract
6. Local decision if a library honors Contract Area Service Cards