Walk-in Users

Configuration and Workflow

Who are Walk-in Users?

Answer:

Current students, faculty, and staff from another CSU campus who wish to check out materials on your campus.







Answer:

Currently each campus is **encouraged** to provide services to Walk-in Users during the pandemic.

Configurations

Configurations - Other CSU Users

User Configurations

- User Group "CalState Walkin Patron" or similar
- Record Type Mapping Table

Fulfillment Configurations

- Patron Limits Table
- Loan Limits Tables
- Fulfillment Rules for Loans and Requesting



Configurations - Other CSU Users

Linked Account Rules

Input Parameters

- Name: Source Institution
- Operator: In List
- Value: All other CSU campuses

out Parameters		
		B ≉
Name	Operator	Value
Source Institution	In List	Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Martitme, Monterey Bay, Moss Landing, Northridge, Pomona, Sacramento, San Bemardino, San Diege San Jose, San Luis Obispo, San Marcos Sonoma, Stanislaus

Output Parameters

Output Parameters			
User Group	CalState Walkin Patrons		
Expiry Date	•		
Expiry From Source	Same as in source		
Refresh Expiry Date	Yes		
Purge Date	•		
Purge After Expired	One month after expiration		
Refresh Purge Date	Yes		
Resource sharing library			
Copy Network Blocks	Yes		

Configurations - Your Users

Restricted Users Table

Defines users who are **<u>not</u>** eligible to receive services at other campuses.

Enabled	Move Up	Move Down	Code		Description	Default Value
			Alumni Association	•	Alumni Association	0
		•	Friends of the Library	•	Friends of the Library	0

Include user groups except those for student, staff, faculty, visiting scholar, & emeriti.

Configurations - Your Users

Network Blocks

Network blocks are copied to the other CSU with the user information.

User Block Description Table

This table list your current blocks.

Review blocks and add any that may be needed to block users on other campuses.

User Block Definitions Table

Define each block in the Network Block column.

- True: block copied
- False: block not copied

Recommended Network Blocks: employee separation, deceased users

Configurations - Your Users

Linked Account Shared Fields

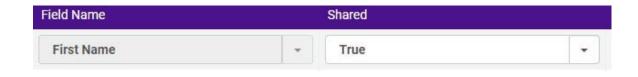
Defines user record fields to be shared consortially.

Shared Fields

- First Name
- Middle Name
- Last Name
- PIN*
- Expiry date
- Purge date
- Email address

Define each shared field:

- True: field shared
- False: not shared



*If your campus requires a PIN and one is not shared, you will need to create one.

Workflow Demo

Questions?

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Walk-in Users Configuration:

https://calstate.atlassian.net/wiki/spaces/ULMSA/pages/1523810317/Cal+State+Walk-in+User+Visiting+Patrons+Configurations

Walk-in Users Workflow:

https://calstate.atlassian.net/wiki/spaces/ULMSA/pages/1562673177/Cal+State+Walk-in+User+Visiting+Patrons+Workflow