

Clarification of SCPL library cards, items and charges

As of 11/25/24, Schenectady County Public Library (SCPL) has left the Joint Automation Project (JA) and the shared Polaris catalog. Many library staff have questions about this and have received questions from patrons; we hope to answer some of those questions here.

Library Cards

- All patrons registered at SCPL branches were combined into a single branch called Schenectady County Public Library.
 - Note: Reminder notices come from the registered branch; so, those notices may be confusing to patrons using other MVLS/SALS libraries, but getting notices that appear to be coming from SCPL.
- SCPL patron cards were not removed from Polaris and will continue to work as long as patrons visit a participating library to renew their cards. Existing SCPL patron cards need only be updated per the Updating Patrons documentation on the [JA Intranet](#).
- Patrons with a registered at branch and statistical class of Schenectady County Public Library must be changed to the patron code Schenectady Resident when updating or registering new patrons. A patron's Registered Branch should always match their Statistical Class (unless they are unserved). See the Patron Registration and Updating Patrons documentation on the [JA Intranet](#).
- Schenectady County resident patrons should **not** have their registered branch changed to enable use of the SALS OverDrive collection. They are entitled to use the MVLS and/or SCPL OverDrive collections.

Library Items and Charges

- Staff should instruct patrons to return items to the library they were checked out from to mitigate confusion.
- If a patron returns an SCPL item at a non-SCPL branch, the checkout will come off our record, but if they return it at an SCPL branch, it will not; staff may mark these items Claims Returned if they are not in a Lost status. Lost items blocks may be overridden.
- Libraries may continue to collect fees on behalf of SCPL and forward them to SCPL per the Fines and Fees policy.
- Preexisting SCPL items remain in the catalog and can be checked-in if returned to another MVLS/SALS library. Polaris will route them to SCPL, and they will be returned in the delivery.
- If staff check-in SCPL items and get the "No matching item record was found. Check the item barcode." error message, staff should manually label the item SCP and place in delivery.
- Non-SCPL items that are returned to SCPL should be handled the same way as items above (SCPL staff should manually label the item to the owning library and place in delivery).
- CBA items owned by MVLS will often have SCPL barcodes – MVLS CBA items will remain in the JA catalog and will not be rebarcoded.