# Visiting Patron Cheat Sheet

**Antioch College**                                  Circ. Desk**:** (937) 767-1286 ext.6100,6120

We have 14 digit barcodes. They all begin with 21694......We currently place them on Student and Staff ID cards. Local residents get a separate generic card.
We use Sierra and have the visitor patron option

**Antioch University**                                Circ. Desk   (937) 769-1881

We have 14 digit barcodes. They all begin with ANMC (not case sensitive) followed by a 7 digit number: anmc1234567. We place them on Student ID cards, but faculty do not have ID cards.  We use Sierra.

**Ashland University**                                Circ. Desk   (419) 289-5402

For our patrons, you only need the ID #.

**Athenaeum of Ohio**                                Circ. Desk   513-233-6136

The barcodes for the Athenaeum of Ohio are located on the front of our blue paper card.  The barcode will begin with the numbers "26616."  All numbers on the barcode must be used to pull up the patron's record.

**Baldwin-Wallace University**                        Circ. Desk   440-826-2204

There is a 7-digit number on the front of the card that has to be keyed in.

**Belmont Technical College**                         Circ. Desk   740-699-3835

The barcode is now on the front, but it still is 20404100xxxxxx

**Bluffton University**                               Circ. Desk   419-358-3262

We use the number located on the back of the Bluffton ID, which is a number we assign for our system. It begins 211950000xxxxx, where the x represents the specific number.

**Bowling Green State University**                    Circ. Desk: (419) 372-2051

Patron ID number has 10 digits, beginning with a zero. It is printed on the front of their ID card, which can also be scanned to bring up the number. A small minority of patrons have older cards that cannot be swiped. Courtesy card patrons have a plastic BGSU Libraries card, with a scannable barcode, and should also present a photo ID, such as driver's license, to confirm their identity. Courtesy card ID numbers are 10 digits preceded by an R (11 characters total).

**Capital University**                                Circ. Desk: 614-236-6614

The number that is on the back of their student ID.  For our older students(Sophomores – Seniors) this will be a"25269…" number and our freshmen and from now on it will be a 7 digit number.

**Case Western Reserve University**          Circ. Desk: (216) 368-3506

In addition to providing a institution-issued ID card, Alumni card or other special borrower card from Case, Cleveland Institute of Art, or Garber Library (formerly of Siegal College), Case patrons need to provide their Library Account Number.  This doesn't appear on their card, but it may be looked-up at: http://library.case.edu/loc/caseacct/

**Cedarville University**          Circ. Desk   937-766-7840

There should be no problem with scanning an ID card from a Cedarville student.

**Central Ohio Technical College**          Circ. Desk   740-366-9307

They should have an ID which shows the 7 digit ID number (usually following the program of study) but CT must be added in front of that number.  Note: some ID numbers will not show leading zeros on the card but it must be 7 digits long.

**Central State University**          Circ. Desk   (937) 376-6106

**Cincinnati Christian University**          Circ. Desk   513-244-8680

CCU checks out items using the barcode found on the back of the student ID card. The barcode number begins with the sequence: 24320.

**Cincinnati State Technical and Community College**          Circ. Desk: (513) 569-1606

Patrons will need to know their student ID number which does NOT appear on their student ID card.

**Clark State Community College**          Circ. Desk:  937-328-6022

Clark State students will have a simple barcode attached to their student ID, of they will have a "distance learner" card which also has a barcode, but will not have a photo on it.

**Cleveland Clinic**          Circ. Desk:  216-444-5697

Use the 6 character (either 6 digits or a letter followed by 5 digits) Employee ID number as the  library account number. After you enter the ID number, a second box will pop up to prompt you for the PIN.

**Cleveland State University**            Circ. Desk:   (216) 687-2250

At Cleveland State University our students have a 7 digit ID number to use. If they have their CSU ID card with them you can swipe the magnetic strip on the back of the card and the information should also come up on your screen.

**College of Mount Saint Joseph**         Circ. Desk:   (513) 244-4216

**College of Wooster**                    Circ. Desk:   330-263-2493

ID number is on the back of their card.  There is a barcode above the number, so libraries should just have to scan that to get the number, no typing required.

**Columbus College of Art and Design**    Circ. Desk:  614.222.3273

Faculty, Staff and Students all have ID's with a scannable barcode on the front.  In case you are not able to scan the barcode,  above that barcode, on the right side, is the patron's ID# that starts with 2CCAD followed by nine digits.  Everything from the 2CCAD thru the nine digits needs to be entered.

**Columbus State Community College**       Circ. Desk:  614-287-2465

CSCC uses a 7 digit Cougar ID number as their library card number to check out materials. This can be found on the left front of all CSCC IDs (ignore the expiration date on the right front). The student may also have the number memorized or written elsewhere as not all student go get IDs, if this is the case we normally verify their name in Millennium with their drivers' license.

**Cuyahoga Community College**             Circ. Desk:  216-987-2085

Our barcodes are placed on the upper left hand cover on the outside front of the book. We do not have any additional characters in our barcodes or student ID cards.

**Defiance College**                      Circ. Desk:  (419) 783-2481

All Defiance College Faculty/Staff and students are issued a photo ID with a unique ID. The library ID/Barcode is 80 + 7 digit student ID #.

    Example: Student ID; 1234567
             Barcode; 801234567

**Denison University**                    Circ. Desk:  740-587-6235

251080 followed by their 'D' number (without the D), or scan barcode on card.

**Eastern Gateway Community College**     Circ. Desk:  1-740-264-5591

Standard, no extra characters.

**Edison State Community College**     Circ. Desk:  (937) 778-7950

Our barcodes start with 29508 and have a total of 14 numbers.

**Franciscan University of Steubenville**     Circ. Desk:  (740) 284-7049

The prefix for our library barcodes is:  23634. The barcode may consist of 14 or 15 digits.

**Franklin University**     Circ. Desk: (614) 947-6550

For students and faculty, the patron barcode is their University username plus the last two digits of their Colleague ID (upper right corner in Bluequill). For example, smithr0164 (where the myFranklin id is smithr01 and then 64 is the last 2 digits of the Colleague ID).

For staff , the patron barcode is their University username plus 99. For example jonesb99 (where myFranklin id is jonesb and then 99).

**Heidelberg University**     Circ. Desk: (419) 448-2104

At Heidelberg University, the students have a picture ID with a barcode and number on the front.  The barcode number is their library ID and can be scanned.  It starts with 500000 and ends with 4 numbers and a capital letter ie, 5000008974P

Older faculty/staff IDs begin with 221040 and 4 numbers and a capital letter
Guest patron/graduate student IDs begin with 22107 and 8 numbers and a letter.
They all have barcodes and can be scanned.  If for some reason they don't work, try removing the letter at the end.

**Hiram College**     Circ. Desk: 330-569-5489

We do not require any additional or special characters in our patron barcodes.  Our patron barcodes begin 2 5223 xxxxx xxxx.

**Hocking College**     Circ. Desk: 740.753.6332

**John Carroll University**     Circ. Desk: (216) 397-4233

In terms of the JCU patrons - the barcode is the 16 digit number on front of their ID card, starting with 627...

**Kent State University**                Circ. Desk: 330-672-7905

Banner ID number which is nine numbers and begins with an 8. It is on the magnetic strip on most, but not all of the ID's. Most students are familiar with the number as they need it to register and get grades.
***The instructions when you choose Kent State from the drop-down box say to enter the SSN but SSNs no longer will work***

**Kenyon College**                Circ. Desk: (740) 427-5186

Kenyon library uses a 13 digit barcode on the back of their Kenyon I.D.  So once the name is entered then the barcode.

**Kettering College**                Circ. Desk: (937) 775-2525

For **Students**, use their "five-four" number which is a combination of the last 5 digits of their ID badge number and the last 4 of their Social Security number.
For **Faculty**, use the last 5 of their employee badge number.

**Lakeland Community College**                Circ. Desk: 440.525-7069

Scan or key the 8-digit number located on the
Lakeland Community College ID card.

**Lorain County Community College**        Circ. Desk: 440-366-4026

A 14 digit barcode printed on the ID is used for all OhioLINK requests including visiting patron.

**Lourdes College**                Circ. Desk:  419-824-3761

Patrons use their student (picture) I.D. The barcode used is at the bottom: PLC*****

**Malone University**                Circ. Desk: 330.471.8317

Malone University uses the number under the barcode on the student ID, starting "2389700."

**Marietta College**                Circ. Desk: 740-376-4757

**Marion Technical College**                Circ. Desk: 740-725-6254

**Mercy College of Northwest Ohio**        Circ. Desk: (419) 251-1700

Patron barcodes are placed on the back of the student's photo ID.

**Methodist Theological School in Ohio**     Circ. Desk: 740-362-3450

The barcode on the back of the photo ID is recognized by Millennium.

**Miami University**                                    Circ. Desk: 513-529-2433

Miami University students need to use their banner number (sometimes referred to as their plus number.)  It is 8 digits long  and does not appear on their IDs. It is encoded in the magnetic strip though.

For Miami community card holders, use the  14-digit number which IS printed on the community cards.

**Mount Carmel College of Nursing**          Circ. Desk: (614) 234-5214

**Mount Union College**                               Circ. Desk; 330-823-3890

Our patrons should show their University of Mount Union PurplePlus Card, which has a 14-digit barcode on the front, beginning with 2704800.  No other characters are added.

**Mount Vernon Nazarene University**        Circ. Desk: 740/397-9000, Ext. 4240

 **Muskingum University**                             Circ. Desk: (740) 826-8152

They need to have their ID card with them.  To check out to them, you will need to scan or type  the fourteen digit barcode on the back of their ID card. Muskingum University's patron barcode numbers are located on the BACK of university i.d. cards below the actual barcode. (The number on the front is their university i.d. number which won't work).

 **North Central State College**                   Circ. Desk; 419-755-4331

**Northeastern Ohio Universities College of Medicine** Circ. Desk: 330.325.6600

Patron barcodes are generally the Student or Employee number. Please verify photo ID before calling NEOMED circulation for ID number. Otherwise ID number will not be provided

 **Northwest State Community College**       Circ.Desk: 419.267.1274

Patron barcodes are five capital letters printed on their student ID's. There is another number which students use for everything else around campus which we do not use, this is their "N" number. This is not their library barcode.

**Notre Dame College**                    Circ. Desk: 216-373-5267.

Notre Dame College patrons use a 10-digit barcode number. It will appear on either a college-issued photo ID card (carried by traditional students and on-campus faculty/staff), or a library-issued paper borrower card (carried by students and faculty in our online programs). The barcode numbers begin with either a 20 or a 21.

**Oberlin College**                    Circ. Desk: (440) 775-8285

Oberlin uses the barcode as printed on the card, so you probably don't need any extra instructions to process our users.

**Ohio Christian University**                    Circ.Desk: 740-477-7737

OCU's barcodes appear on both dedicated Maxwell Library cards and OCU ID cards.

The barcode on the ID card is the library barcode. It's all that's needed for checkout. The 14 digit numeric printed under the barcode can be entered in the ILS system if the barcode scanner isn't available.

(Most users carry the ID cards for other campus services. So, we began including the library barcode on the ID card to keep users from carrying two cards.)

Lastly, the ID number printed under the patron's name is their ID number. It's used for other campus services, not library check-out.Ohio Christian University uses a 14-digit number starting with 20531.

**Ohio Dominican University**                    Circ. Desk: (614) 251-4752

**Ohio Northern University**                    Circ. Desk: (419) 772-2185

At Ohio Northern, all faculty/staff/student ids have an 11 digit number on the front of the card whihch start with 000. The ONU ID can either be run through a card scanner (it reads the magnetic strip on the back of the cardand a barcode scanner does not work) or entering by hand.
This holds true for both the undergraduate library Heterick Memorial Library (402) and the law library, Taggert Law Library (428).

**Ohio State University**                    Circ. Desk: 614-292-8267

OSU currently uses the University ID number for faculty, staff and students (typically between 8-10 digits) and we no longer use the BuckID number (the 600908- number)

to access patron accounts.  Our courtesy patrons will use the barcode number which typically start 22435-.  We also have some tech colleges affiliated with our regional campuses; they're numbers begin either CT or NC.

**Ohio State University at Lima**          Circ. Desk: 419.995.8361

OSU-Lima has a Tech school and their numbers begin with an R.

**Ohio University**                        Circ. Desk: (740) 588-1404

Ohio University students and employees have IDs with a number on the front. It begins with a 'P.' That number can be entered into Millennium w/o the 'P' to access the person's record. Swiping the card will bring up the person's name, not their PID #. Friends of the Library are also entitled to use OhioLINK; they have paper cards with a PID # written on them. Just like OU students/employees, typing in that number without the 'P' should bring up the person's record.

**Ohio Wesleyan University**               Circ. Desk: 740-368-3225

Ohio Wesleyan University patron barcodes are between 14 and 17 digits. They are located on student IDs at the bottom and will start with either 21623001 or 6012450000.

**Otterbein University**                   Circ. Desk: (614) 823-1215

The barcode you need to use for our patrons is on the front of our IDs, bottom left corner. It's a 16 digit number and starts with 7777 and ends with 8888. Do not use the ID number.

**Owens Community College**                Circ. Desk: (567) 661-7015

Owens is a 9 digit number (called 'Ocid Number) encrypted in bar code form on the back of their red picture ID card/Owens Express card. It should scan with no problem. You can also type in the 9 digit number.  Students  can find the number in their 'O-Zone Account' through Owens homepage.

**Pontifical College Josephinum**          Circ. Desk: 614-985-2295

PCJ checks out items using the barcode found on the back of the institutional photo ID card. The 14 digit barcode number begins with the sequence: 27625

**Rhodes State College**                   Circ. Desk: (419) 995-8401

**Rio Grande Community College**           Circ. Desk: 740-245-7005

**Saint Mary Seminary and Graduate School of Theology**

Circ. Desk: (440) 943-7665

**Shawnee State University**          Circ. Desk: (740) 351-3255
  Use their student/faculty/staff ID number, a 5 or 6 digit number.

**Sinclair Community College**          Circ. Desk: 937-512-3007

  At Sinclair Community College we use our student ID card known as a Tartan ID
  Card.  It should show a 9-didgit number beginning with several zeros.  If a 9-digit
  number is not displayed add enough zeros to the beginning of the number to give it 9
  digits.

**Southern State Community College**          Circ. Desk: 740.333.5115

  Our barcodes are exactly as appears on the ID cards.  No additions or missing
  information.

**Stark State College of Technology**          Circ. Desk: 330) 494-6170 x4141

**State Library of Ohio**          Circ. Desk: 614-644-7061

  The State Library of Ohio uses a nine-digit unique patron ID to identify patrons.  The
  unique patron ID is the last nine digits of the barcode on the back of the State Library
  of Ohio card.
  The barcode on the back of the card is 14 digits, but only the last nine will work to
  authenticate in the system for patrons.

**Terra State Community College**          Circ. Desk: 419-599-2318

  Terra State CC #316 patron barcodes are on the back of the student's photo ID. There
  are no special additions that need to be made, but maybe note that the actual numbers
  that correspond to the barcode do not appear on the card.

**Tiffin University**          Circ. Desk: 419-448-3388

  The "magic" number for Tiffin students is found on the back of their IDs.  It contains
  12 digits beginning with 3810.

**Trinity Lutheran Seminary**          Circ. Desk: (614) 384-4645

  There is nothing out-of-the-ordinary needed for our (Trinity Lutheran Seminary)
  borrowers. Simply scan the barcode on the back of our TLS ID/Library Card.

**University of Akron**          Circ. Desk; 330-972-8161

At the University of Akron we use student ID numbers.  The students have a Zip Card and their student ID is the number on the back under the barcode.  You should be able to scan the barcode or key in the number.

**University of Cincinnati**                    Circ. Desk: (513) 556-1424

The patron's M number is used or the 16 digit Bearcat number.

**University of Dayton**                    Circ. Desk: 937-229-4221/(4234)

Use their student ID number. The number is located on their ID card. It should be 8 digits long.

**University of Findlay**                    Circ. Desk: 419-434-4612

At The University of Findlay our patrons have an Oiler One Card.  The patron barcode is on the back of the Oiler One card.  It is 14 digits and starts with 4063…

**University of Northwestern Ohio**        Circ. Desk: 419-998-3131

At the University of Northwestern Ohio our barcodes are straight forward.  What you see is what you need.

**University of Toledo**                    Circ. Desk: (419) 530-2323

Type in the student's Rocket number (not on the card, they just have to know it). The number is the letter R followed by 8 digits.

**Urbana University**                    Circ. Desk: 937-772-9313

For students and faculty, the patron barcode is their University username plus the last two digits of their Colleague ID (upper right corner in Bluequill). For example, smithr0164 (where the myFranklin id is smithr01 and then 64 is the last 2 digits of the Colleague ID).

For staff , the patron barcode is their University username plus 99. For example jonesb99 (where myFranklin id is jonesb and then 99).

**Ursuline College**                    Circ. Desk: 440-646-8183

The vast majority of Ursuline college patrons use the seven digit student id number on the front of their student card.
The newest cards have a barcode on the front of their card. A smaller minority use a five digit student id number. An even smaller minority use a 14 digit barcode on the back of their card. An even smaller minority use their social security numbers.

**Walsh University**                                   Circ. Desk: (330) 490-7185

Walsh University uses a 14 digit number located on the ID.  It begins with 29408 and there are no spaces.

**Washington State Community College**     Circ. Desk: (740) 568-1914
**Wilberforce University**                     Circ. Desk: (937) 708-5630

**Wilmington College**                         Circ. Desk: (937) 382-6661 Ext 345

Wilmington College ID is a mostly-green plastic card with picture of student on front.  The magnetic strip on the back is non-functional and meaningless in library land.  To check out a visiting patron item to a Wilmington College student with a WC ID:  name is correct;  "barcode" or "ID number" is three preceding zeros followed by the six digit number in the lower right front of the card.  Example:  123456 becomes 000123456 keyboarded for check outs.

Exception:  if the WC patron has fewer than 6 digits on their card, add additional zeros to make up a 9-digit barcode number.  Example:  34 becomes 000000034**.**

**Wittenberg University**                       Circ. Desk: (937) 327-7511

**Wright State University**                     Circ. Desk: 419-586-0333

Wright State students, faculty and staff need their University ID number, sometimes referred to as their "UID."  This is the same number they use to request books.
It starts with a "U"  which is not printed anywhere... they just have to know it.  If they don't remember their number, the library may not assist.  They need to speak to Computing and Telecommunications Services 937-775-4827.

**Xavier University**                           Circ. Desk: (513) 745-3881

**Youngstown State University**             Circ. Desk: (330) 941-3678

Use the patron's University ID (or "Y number") on the front of the patron's YSU ID card (under the patron's name). Include the "Y" at the beginning, followed by 8 digits. Example: Y12345678. Courtesy patrons will have a card with a "Z" followed by 8 digits. You will then see a prompt for the user's PIN/Password. If the patron is unable to remember her or his PIN/Password, refer the patron to https://jupiter.ysu.edu/patroninfo~S0. After reviewing the instructions there, the patron can click on the "Forgot Your Password?" link at the bottom. There s/he can fill out a short form, and a link to reset the password will be sent to his or her YSU email. Please note that the YSU PIN/Password here is not the same as the patron's email/portal/Banner password (unless the patron set them to match).

**Zane State College**                    Circ. Desk: (740) 588-1410

We have Zane State that has a 6 digit number code that we have to put a ZS in front of to work in the system.