

# Patron Contact Info

## Patrons

## Settings

### Contact Info

The **Contact Info** tab identifies the parent or guardian you need to contact in case of emergency. Enter the contact name, address, and phone number if it is different from the patron's address and phone number. You may enter more than one name and address by separating them with a comma.

Personal Info	Contact Info	Notes	Statistics	Lexile
Parent/Guardian	Curtis Anderson	3211 Olympus Circle		
Phone	555-1532	Address 2		
Mobile	295-9886	Salt Lake City	UT	84121
Contact Notes		Country		

## Settings

### Parent/Guardian

Enter the patron's parent or guardian. This information is used solely for reference.

### Phone and Mobile

Enter the phone number and fax number that should be used to notify the patron of special events, overdue items, in-stock holds, and other official library business.

### Address, City, State, Postal Code, and Country

Enter the patron's mailing address. Notices and letters will be sent to this address.

## Patron Contact Info

Use this field to enter notes on how to contact this patron or the patron's legal guardians. You can also use the Contact Notes field to track names, additional phone numbers (cell, home, work, or fax), and email addresses.



Patron contact information can be viewed and changed by patrons in the Researcher interfaces, if your security preferences allow.