

## **What is the Sunshine Library Card Program?**

The purpose of the Palm Beach County Sunshine Library Card (Sunshine Card) pilot project is to demonstrate reciprocal borrowing among academic, public, and school libraries. The libraries participating in this project are members of SEFLIN and agree to the terms of a common policy for the program. Library participation in the project is voluntary.

Sunshine Cards may be issued by participating libraries to their own library card holders. Library card holders must meet at least one of the criteria listed below:

- Any library user, 16 years old or older, who has a valid library card or the equivalent
- Staff persons belonging to participating libraries or institutions
- Faculty members belonging to the participating libraries or institutions
- Advanced Placement or International Baccalaureate high school students (of any age). The Sunshine Card will be issued only by the designated Sunshine Card administrator from the participating school system/district.

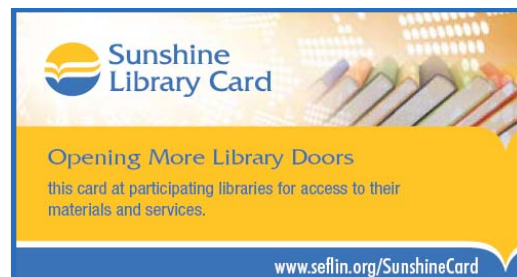
## **The Sunshine Library Card Program Web Interface:**

The Sunshine Library Card Program is administered through an online interface on the SEFLIN Web site. The Program Policy is displayed there and statistics on Sunshine Library Card use are automatically collected through the online interface. Library staff at participating SEFLIN member libraries perform two basic operations through the Sunshine Library Card Program Web site:

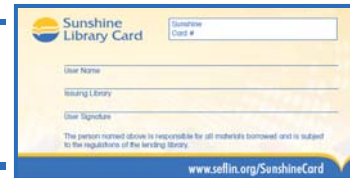
- 1. Issue Sunshine Library Cards to your library users**
- 2. Validate Sunshine Library Cards presented at your library by users from other institutions**

## **Login Access for Library Staff:**

First, contact your work supervisor about logging into the Sunshine Card site. If your library has a generic login, your supervisor can provide you with this. If you are required to use your own login information, login at the URL below . You will need your work supervisor to assign you access to the Sunshine Library Card service. If you do not have a username and password, you may establish a login account by going to the 'Create new user account' link on the login page, fill out and submit the form. Then see your work supervisor about obtaining access.



**<http://www.seflin.org/sunshinecard>**



### **Instructions for Library Staff:**

The instructions below are for library staff at participating SEFLIN member libraries. Sunshine Library Cards are issued, and their use at your library recorded, through the online interface found at:

**<http://www.seflin.org/sunshinecard>**

Login to the Sunshine Library card system using the 'Log In' link in the left side menu. If you already have a username and password to SEFLIN's Web site, contact your work supervisor about obtaining access to the Sunshine Library Card Program service. Your library may use a generic login account, or you may need to first establish your own login to SEFLIN's web site, then ask your supervisor to assign you access to the administration side of the Sunshine Card site.

### **Creating new Sunshine Library Cards for your library users:**

To create a new Sunshine Library Card, click on the "Create a New Card" link in the left side menu. Then fill out and submit the requested information on the online form. After submitting the form, a printable copy of the information you entered will be available for your records. You must then manually fill out a Sunshine Library Card for the user to keep and present at other participating libraries.

The Sunshine Library Card Web site does not store any personally identifying information, even though you may enter it on the online form. If you enter it into the form, it is available temporarily for you to print a copy of the user's information, if it is required for your library's records. The personally identifying information will be deleted when you close the Web page upon which it appears.

### **Validating the use of Sunshine Library Cards presented to your library:**

When a library user presents a Sunshine Library Card from another participating member library, you must 'validate' it (check to see that it has not expired and register its use) through the Sunshine Library Card Web site. Click on the "Validate a Card Presented to Your Institution" link in the left side menu. Enter the 'Sunshine Card Number' found at the top of the Sunshine Library Card. Select the purpose of the Sunshine Library Card use from the pull down menu. Submit this information. The issue date, expiration date, type of user, and the home institution of the user will then be displayed. Make sure that the Sunshine Library Card presented is 'active' and has not expired.

By validating the Sunshine Library Card's use, the system will automatically record your library's Sunshine Library Card Program statistics and display this for your records. You may view this information by clicking the 'View Statistics' link in the left menu.

**For more information, contact SEFLIN at:  
1-877-733-5460**