

In February 1998 the RSA Troubleshooters formed a sub-committee to standardize circulation procedures. The committee's goal is to make our global database environment work effectively and efficiently. The Standards Committee met April 19th 2005 to discuss standards to be used when entering patron information into the database.

Committee Members:

<u>Betty Wethington, Chair</u>	<u>Pekin Public Library</u>
<u>Martha Troxell</u>	<u>RSA</u>
<u>Ann Turnbull</u>	<u>Toulon Public Library</u>
<u>Lynn Cook</u>	<u>Peoria Heights Public Library</u>
<u>Cossandra Stokes</u>	<u>Peoria Public Library</u>
<u>Brian Chase</u>	<u>Bloomington Public Library</u>

These are the recommendations that the committee agreed on:

- ? All CAPS except for e-mail addresses (enter e-mail address like patron writes it)
- ? No punctuation except to use a hyphen in phone number field, hyphenated names and 9 digit zip codes.
- ? Always put ST after the street name unless otherwise indicated such as PL, CT, AVE
- ? If given a 9 digit zip code put it all in using a hyphen
- ? Spell out numeric street names **only** when there are duplicate street names within a postal delivery area.
- ? Abbreviations are **not** used for the name of streets or roads. They are used for directional or suffixes

COMMON ABBREVIATIONS

4 TH _____	4TH
Apartment_____	APT
Apartment_____	APT (APT space 3 APT 3---APT space 3 no space C, APT 3C)
Avenue_____	AVE
Boulevard_____	BLVD
Building_____	BLDG
CIRCLE_____	CIR
County_____	CO
County Road_____	County Road (1776 E County Road 1600 N)
Court_____	CT
Drive_____	DR
East_____	E
Lane_____	LN
North_____	N (NW, NE NO SPACE)
PARKWAY_____	PKWY
Place_____	PL
Post Office Box_____	PO space Box space # (PO Box 22)
Road_____	RD
Room_____	RM (RM space 112, RM 112)
Rural Route_____	RR (RR space 3, RR 3 or RR 1 BOX 45)
Saint_____	ST (ST space Claire, ST CLAIRE)
South_____	S (S space 4TH space ST, 201 S 4TH ST)(SE, SW NO SPACE)
Street_____	ST
Suite_____	STE (STE SPACE 21= STE 21)
Trail_____	TRL
West_____	W

If your library needs a abbreviation or suffix that is not on this list please go to the United States Postal Service website <http://www.usps.com/ncsc/lookups/abbreviations.html>
It lists all abbreviations and suffixes and gives examples of the not so common addresses.