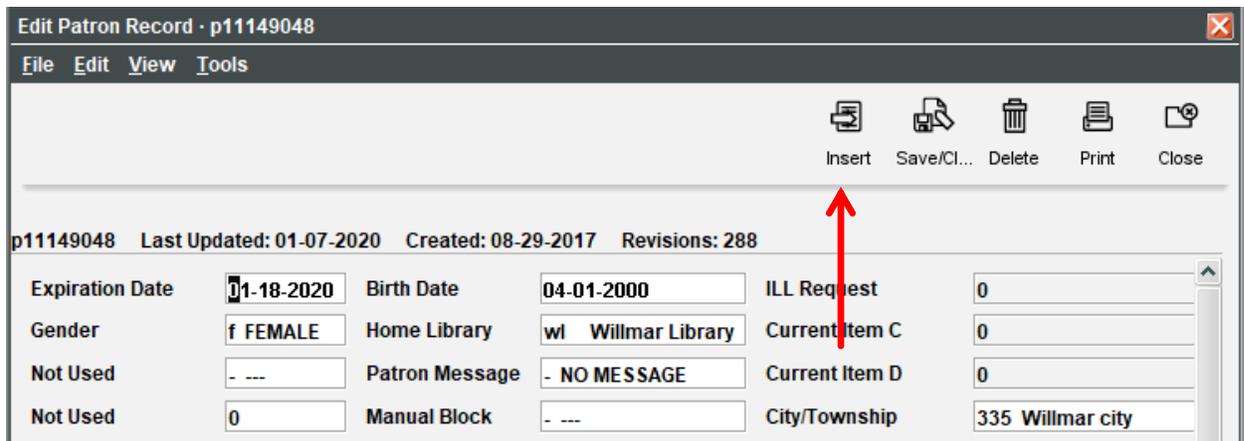# Patron with a Preferred Name

Use these instructions for patron's who would rather be addressed
by a name other than their legal name.

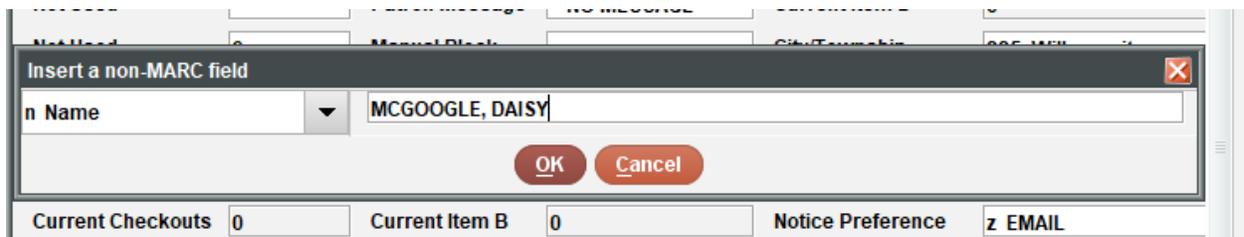## Adding the preferred name to the patron record

> If you a creating a new patron record, follow the instructions below after you have completed the patron template. Enter the legal name in the patron template.
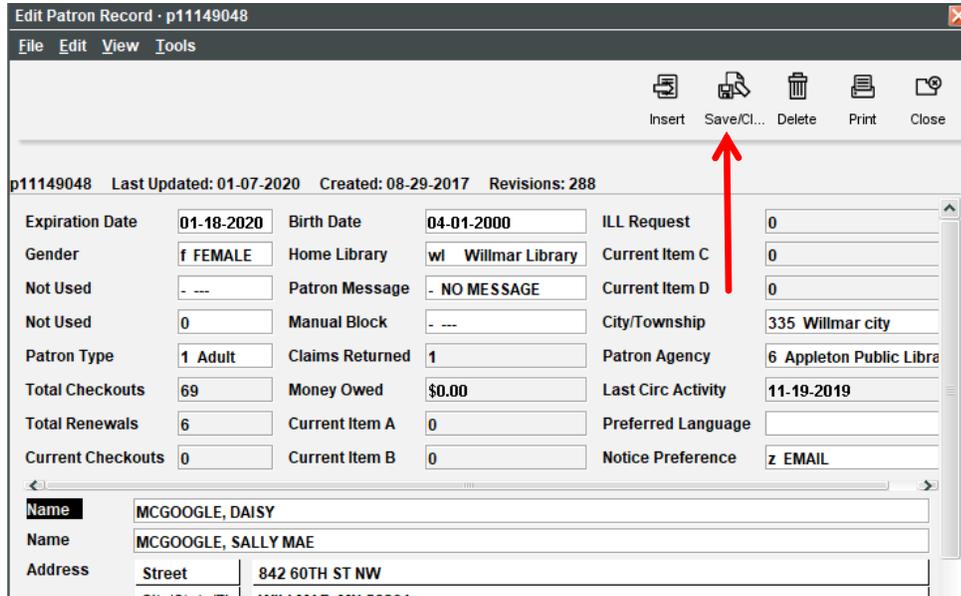
1. In Edit Patron Record, click on the **Insert** button.

2. In the "Name" field enter the preferred name: LAST NAME, PREFERRED NAME. Click on **OK**

3. Click on **Save/Cl..** .

> **!** The preferred name must always be on top of the legal name.

4. You can move the preferred name to the top the same way you move the barcode up when a patron gets a replacement library card.