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.

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- 1. In Edit Patron Record, click on the Insert button.

Edit Patron Record	· p11149048							×
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				Insert	Save/Cl	Delete	Print	Close
p11149048 Last U	pdated: 01-07-2	020 Created: 08-2	9-2017 Revisions: 28	8				
Expiration Date	01-18-2020	Birth Date	04-01-2000	ILL Request		0		
Gender	f FEMALE	Home Library	wl Willmar Library	Current Iten	n C	0		
Not Used		Patron Message	- NO MESSAGE	Current Iten	n D	0		
Not Used	0	Manual Block		City/Township 335		335 Will	mar city	

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

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Insert a non-MARC field							
n Name	MCGOOGLE, DAISY						
OK Cancel							
Current Checkouts 0	Current Item B 0 Notice Preference z EMAIL						

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3. Click on Save/Cl...

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11149048 Last	Updated: 01-07-2	2020 Created: 08-2	9-2017 Revisions: 28	8		
Expiration Date	01-18-2020	Birth Date	04-01-2000	ILL Request	0	
Gender	f FEMALE	Home Library	wl Willmar Library	Current Item C	0	
Not Used		Patron Message	- NO MESSAGE	Current Item D	0	
Not Used	0	Manual Block		City/Township	335 Willmar o	city
Patron Type	1 Adult	Claims Returned	1	Patron Agency	6 Appleton Pu	ublic Libra
Total Checkouts 69		Money Owed	\$0.00	Last Circ Activity 11-19-2019		
Total Renewals	6	Current Item A	0	Preferred Language		
Current Checko	its 0	Current Item B	0	Notice Preference	z EMAIL	
<			1111			>
Name N	ICGOOGLE, DAIS	Y				
Name N	ICGOOGLE, SALL	Y MAE				
Address	Street 8	12 60TH ST NW				1

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.

11149048 La Patron Type	st Updated: 01-0	07-2020 C	reated: 08-2 s Returned	9-2017 Revi	sions: 28	9 Patron Agency	6 Appleton Pu	blic Libra
Total Checkouts 69 Mone		Owed	\$0.00		Last Circ Activity	11-19-2019		
Total Renewal	ls 6	Curre	nt Item A	0		Preferred Language		
Current Check	couts 0	Curre	nt Item B	0		Notice Preference	z email	
<								
Name	MCGOOGLE, D	AISY						
Name	MCGOOGLE, SA	ALLY MAE	Cut		Ctrl V			
Address	Street	842 60TH			CtrLC			
	City/State/Zip	WILLMAR	Paste		Ctrl-V			
Telephone	320-894-7892	CELL	Edit Field		Ctrl-F			
Telephone 2	320-235-1814 WORK		Insert Field	i	Ctrl-I			
DL or ID#	123456789		- Delete Fiel	d	Ctrl-D			
Message	TRAINING PATH	RON BL PLS	Move to To	op of <u>G</u> roup				
Barcode	26601000988217		Move to <u>B</u> ottom of Group					
Email	mcgoogle@go	ogle.com	Move Up(<u>H</u>	D				
PIN	otKJY6TmPRta	2	Mo <u>v</u> e Dow	n				
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