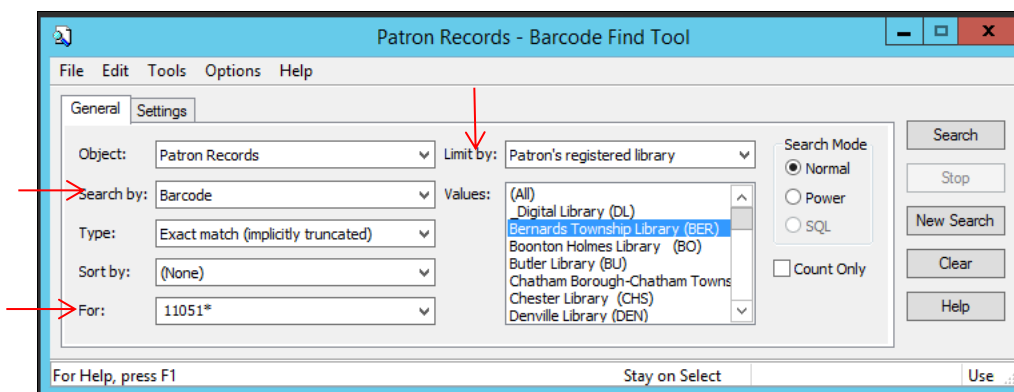


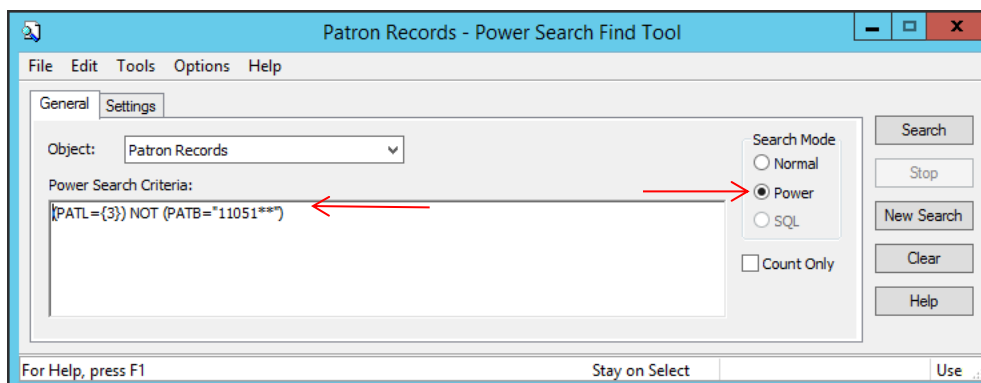
How to Find Incorrect Barcodes in Patron Registration Database

Sometimes the barcode is not entered correctly and does not match your MAIN barcode. For example, Bernards would like to find all patron barcodes that do not start with 11051

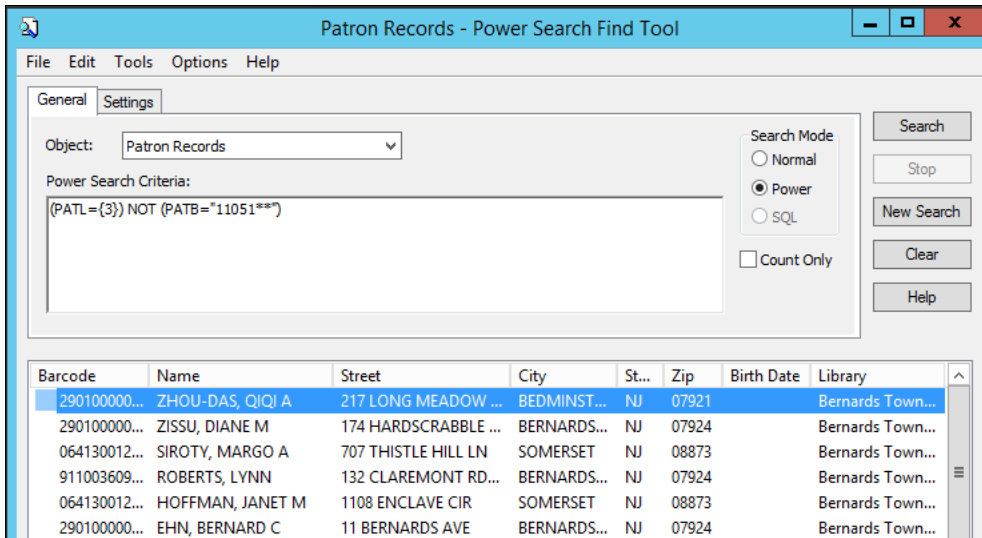
- Select Patron Services from the menu bar
- Select Patron Records from the drop-down menu
- Search by: Barcode
- Limit by: Patron's Registered Library



- Do not select "Search" yet
- For Search Mode, select Power
- Reverse the order of the search string (PATL {Patron Library} precedes PATB {Patron Barcode}) and place NOT between the two parts of the search string; the search will find patron records registered in your library whose barcodes do NOT begin with 110...



- Select Search



- Results will list patron records with barcodes that do NOT begin with your barcode 110 ...
- Review the records and make corrections as needed

From this same screen, click the Power radio button in the Search Mode box. This is what you will see:

Replace the word AND with NOT

(AB={26}) NOT BC="01025*"

Click Search. 3

morris automated information network

What does this mean?

You are telling the system to look for a barcode belonging to **Assigned Branch 26** (which is Mountain Lakes in the system table), that does NOT start with the digits 01025.

Take a look at the results. Mountain Lakes might want to exclude the Circuit DVDs from this search.

Circuit barcodes often belong to the library that created the item records; so the barcodes for circuit items are not wrong in this search.

Change the Power Search to:

`(AB={26}) NOT BC="01025*" NOT COL="Circuit"`

You get the idea. You can refine your search further if necessary using CCL (Common Command Language) queries. Have fun with Power Searches; they are very powerful.

Marcia Lubansky

Bernards Township Library