

Library Protocol: Updating Staff Patron Records

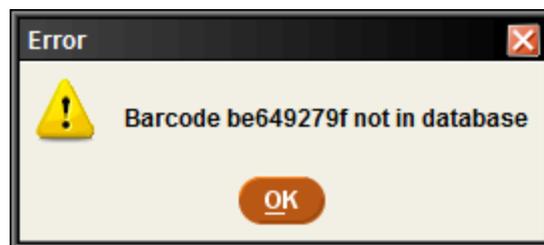
Purpose

Staff patron records are now being loaded into Sierra in a similar way that student patron records are loaded into Sierra. Library staff will no longer have to manually create new staff patron records at the Information Desk.

However, staff patron records will not have a barcode number when they are loaded into Sierra. Library staff will therefore need to manually add a barcode number to their record when staff come to borrow items for the first time.

Process:

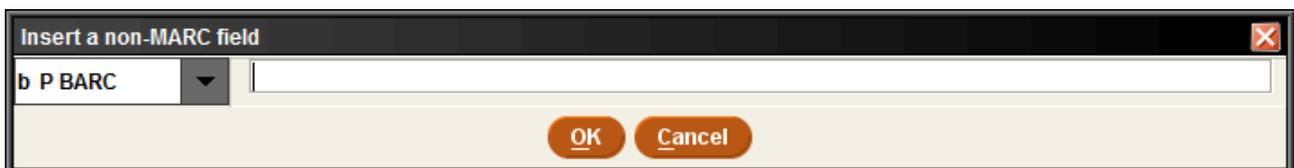
1. Staff member presents at Information Desk to borrow items. When Library staff scan the staff members ANU ID card, an error message will appear in Sierra – ‘Barcode bexxxxxf not in database’



2. Click **OK**, then look the staff member up in Sierra by entering their u number or name (surname, first name).

3. When the staff member’s patron record opens, click the **Edit** button  (top right hand corner) and check to see if a barcode number is on their record.

4. If there is no barcode number, click the **Insert** button  and select ‘b P BARC’ from the drop down menu. Type in the barcode number that is on the staff member’s ANU ID card.

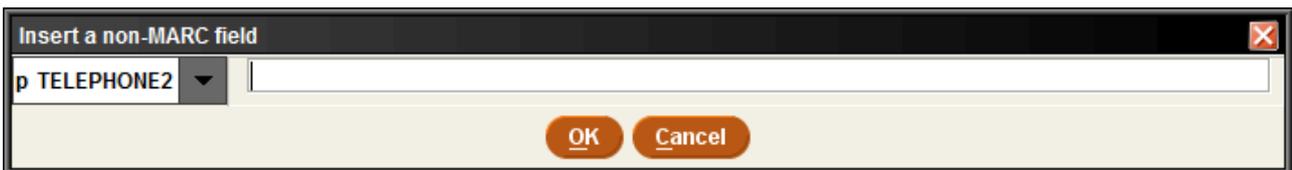


5. If there is a barcode number on the record, ask them if they are a student, or have previously registered with the library.
 - If they are a student, tell them that they will need to use their student ANU ID card to borrow from the library as this barcode is the one that is automatically loaded into their library record.
 - If they have previously registered as a staff member with the library, change the barcode number in the record to the one that is on their new staff ANU ID card.

6. Check to see if there is a postal address in the 'Address2' field and an alternative phone number in the 'Telephone2' field.
 - If there is, ask the staff member if this is their current postal address/telephone number and update if it is not.
 - If there is not, ask the staff member if they would like to provide their postal address/alternative phone number and add it to the record by clicking the **Insert** button and selecting 'h ADDRESS2' from the drop down menu.

Do not enter the postal address into any other field – it must be the 'h ADDRESS2' field.

Do not enter the alternative phone number into any other field – it must be the 'p TELEPHONE2' field.



7. Once the barcode number/postal address/alternative phone number has been

entered, click the 'Save/Cl...' button .

8. Close the patron record and scan the barcode on the staff member's ANU ID card to make sure that it works (student ANU ID card if they are also a student).

9. Library items can now be loaned out to the staff member. Also let the staff member know that they can now use the self-check machines to borrow items.