


Editing Patrons

- Search for the patron you want to edit by partial name or barcode, or browse by last name using the alphabet directory provided.

Circulation Patrons Search OPAC NExpress Web Site Chat Us More ▾ NEKLS HQ (Set) | n



Enter first and/or last name or card number for standard search.
For email or phone, you may enter partial text with a * for truncation (e.g., myemail* or *111-2222).

Search Fields: Standard Order By: Surname Search

[Search Patrons](#) [Check Out](#) [Search the Catalog](#)

[Home](#) > Patrons

Browse by last name: [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

- From the available patrons, click 'Edit' to access and make changes to the patron record.

Results 1 to 2 of 2 found for 'fury'

<input type="checkbox"/>	Card	Name	Cat	Library	Expires on	OD/Issues	Fines	Circ note	
<input type="checkbox"/>	FURY55555	Fury, Nancy 123 Fire Ln Lawrence, KS 66044	Leavenworth Adult User (A)	NEKLS	08/31/2011	0/0	0.00	Sharon's test account	Edit
<input type="checkbox"/>	1003010001225	Fury, Nick 117 Maple Street Leavenworth, KS 66048	Bonner Springs City Adult User (A)	BONNERSPGS	02/15/2011	0/1	0.00	Mickey Test Account	Edit

- 'Edit' takes you directly to the 'Modify Adult (or Child) patron' form

[Home](#) > [Patrons](#) > [Nancy Fury](#) > **Modify Adult patron**

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Modify Adult patron Nancy Fury

Patron identity

Surname: *Required*

First name:

Middle Initial(s):

Initials field is for migrated data only. Please put the middle initial in the first name field.

Date of birth: *Required*

Other name:

Female Male N/A

Main address

- In addition to the information you entered originally, you can flag the patron record.

Patron Account Flags

Gone no Address: Yes No

Debarred: Yes No

Lost Card: Yes No

- Each of these flags will cause a different message to appear on the patron's record and will prevent check outs:

- **Gone no Address:**

Sonia Frazier
(23529000033739)
8165 Library Rd.
Springfield, MA
(212) 555-1212
No email stored.
Category: Patron (PT)
Home Library: Midway

- Patron's address is in doubt.

Sonia Frazier (23529000033739)

8165 Library Rd.
Springfield, MA 44224

- **Debarred:**

Sonia Frazier
(23529000033739)
8165 Library Rd.
Springfield, MA
(212) 555-1212
No email stored.
Category: Patron (PT)
Home Library: Midway

- Patron is restricted

Sonia Frazier (23529000033739)

8165 Library Rd.
Springfield, MA 44224

- **Lost Card:**

Sonia Frazier
(23529000033739)
8165 Library Rd.
Springfield, MA
(212) 555-1212
No email stored.
Category: Patron (PT)
Home Library: Midway

- Patron's card has been reported lost.

Sonia Frazier (23529000033739)

8165 Library Rd.
Springfield, MA 44224

- **SAVE, SAVE, SAVE** - Click the Save button to save any changes made to the record.

- To review the edits made after Saving, access the 'Details' tab. To make additional changes, click the Edit button (indicated below).

Circulation Patrons Search OPAC NExpress Web Site Chat Us More ▾ Leavenworth Public Library (Set) | LEAVCIRC (Log Out) | [?]

koha Enter first and/or last name or card number for standard search.
For email or phone, you may enter partial text with a * for truncation (e.g., myemail* or *111-2222).

Search Fields: Standard Order By: Surname Search

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Home > Patrons > Patron Details for Nancy Fury (FURY55555)

Nancy Fury (FURY55555) [Edit](#) [Add child](#) [Change Password](#) [Print](#) [More ▾](#)

123 Fire Ln
Lawrence, KS 66044
(913) 123-4567
No email stored.
Category: Leavenworth Adult User (LEAV-PUB)
Home Library: NEKLS HQ

[Check Out](#)
[Details](#)
[Fines](#)
[Clubs & Services](#)
[Circulation History](#)
[Messaging](#)

Nancy Fury (FURY55555)
123 Fire Ln
Lawrence, KS 66044
Primary Phone: (913) 123-4567
Date of birth: 01/01/1965
Sex: F
[Edit](#)

Additional attributes and identifiers

Type	Value
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[Edit](#)

Patron messaging preferences

	Days in advance	Email	Digests only?
Item Checkout	-	<input type="checkbox"/>	-
Item DUE	-	<input type="checkbox"/>	<input type="checkbox"/>
Hold Filled	-	<input checked="" type="checkbox"/>	-
Item Check-in	-	<input type="checkbox"/>	-
Advance Notice	0	<input type="checkbox"/>	<input type="checkbox"/>

[Edit](#)

Library use

Card number: FURY55555
Borrowernumber: 118038
Category: Leavenworth Adult User (LEAV-PUB)
Registration date: 08/31/2010
Expiration date: 08/31/2011
Library: NEKLS HQ
OPAC login: nancyfury
OPAC password: *****
Circulation note: Sharon's test account
[Edit](#)

Alternate Address

Address:
Address 2:
City, State:
Zip/Postal Code:
Country:
[Edit](#)

Alternative Contact

Surname:

- From the 'More' button, you can renew the patron's account or delete the record.
 - 'Set Permissions' is disabled unless logged in as an Administrator
 - 'Update Child to Adult' only displays on a Child card

[Search Patrons](#) [Check Out](#) [Search the Catalog](#)

Home > Patrons > Patron Details for Nancy Fury (FURY55555)

Nancy Fury (FURY55555) [Edit](#) [Add child](#) [Change Password](#) [Print](#) [More ▾](#)

123 Fire Ln
Lawrence, KS 66044
(913) 123-4567
No email stored.
Category: Leavenworth Adult User (LEAV-PUB)
Home Library: NEKLS HQ

Nancy Fury (FURY55555)
123 Fire Ln
Lawrence, KS 66044
Primary Phone: (913) 123-4567

More ▾

- Renew Patron
- Set Permissions
- Delete
- Copy Patron
- Update Child to Adult Patron

Borrowernumber: 118038