


## 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](#) [Cart](#) [OPAC](#) [NExpress Web Site](#) [Chat Us](#) [More](#)


 Enter patron card number or partial name: 
 (+) order by:

[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	<a href="#">Fury, Nancy</a> 123 Fire Ln Lawrence, KS 66044	Leavenworth Adult User (A)	NEKLS	08/31/2011	0/0	0.00	Sharon's test account	<a href="#">Edit</a>
<input type="checkbox"/>	1003010001225	<a href="#">Fury, Nick</a> 117 Maple Street Leavenworth, KS 66048	Bonner Springs City Adult User (A)	BONNERSPGS	02/15/2011	0/1	0.00	Mickey Test Account	<a href="#">Edit</a>

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

<a href="#">Check Out</a>	<h3>Modify Adult patron Nancy Fury</h3> <p><b>Patron identity</b></p> <p><b>Surname:</b> <input type="text" value="Fury"/> <i>Required</i></p> <p><b>First name:</b> <input type="text" value="Nancy"/></p> <p><b>Date of birth:</b> <input type="text" value="01/01/1965"/> <input type="button" value="Calendar"/> <i>Required</i> (MM/DD/YYYY)</p> <p><b>Initials:</b> <input type="text"/></p> <p><b>Other name:</b> <input type="text"/></p> <p>Female <input checked="" type="radio"/> Male <input type="radio"/> N/A <input type="radio"/></p> <p><input type="checkbox"/> <b>Main address</b></p>
<a href="#">Details</a>	
<a href="#">Fines</a>	
<a href="#">Circulation History</a>	
<a href="#">Modification Log</a>	
<a href="#">Messaging</a>	
<a href="#">Notices</a>	

- 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

[Edit](#) [Add child](#) [Change Password](#) [Print](#) [More](#)

- 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

[Edit](#) [Add child](#) [Change Password](#) [Print](#) [More](#)

- Patron is restricted [Lift Debarment](#)

**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

[Edit](#) [Add child](#) [Change Password](#) [Print](#) [More](#)

- 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 Cart OPAC NExpress Web Site Chat Us More ▾ NEKLS HQ (Set) | sem (Log Out)

 Enter patron card number or partial name:  order by: Surname ▾ Search

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

[Home](#) > [Patrons](#) > Patron Details for Nancy Fury (FURY55555)

**Nancy Fury (FURY55555)**

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

[Edit](#) [Add child](#) [Change Password](#) [Duplicate](#) [Print](#) [Search to hold](#) [More ▾](#)

**Nancy Fury (FURY55555)**

123 Fire Ln  
Lawrence, KS 66044

**Primary Phone:** (913) 123-4567

**Initials:**

**Date of birth:** 01/01/1965

**Gender:** Female

**Guarantees:**  
[Ned Fury](#)  
[Norma Fury](#)

**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  
**Username:** nancyfury  
**Password:** \*\*\*\*\*  
**Circulation note:** Sharon's test account

**Additional attributes and identifiers**

Type	Value		
<b>Patron messaging preferences</b>			
	Days in advance	Email	Digests only?
Advance Notice	0 ▾	<input type="checkbox"/>	<input type="checkbox"/>
Item Checkout	-	<input type="checkbox"/>	-
Hold Filled	-	<input checked="" type="checkbox"/>	-
Item Due	-	<input type="checkbox"/>	<input type="checkbox"/>
Item Check-in	-	<input type="checkbox"/>	-

**Alternate Address**

**Address:**  
**Address 2:**  
**City:**  
**Zip/Postal Code:**  
**Country:**

**Alternative Contact**

**Surname:**  
**First name:**

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- 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

[Edit](#) [Add child](#) [Change Password](#) [Duplicate](#) [Print](#) [Search to hold](#) [More ▾](#)

**Nancy Fury (FURY55555)**

123 Fire Ln  
test  
Lawrence, KS test 66044  
test

**Primary phone:** (913) 123-4567  
**Other phone:** test

**Library use**

**Card number:** FURY55555  
**Borrowernumber:** 118038  
**Category:** Leavenworth Military User (LEAV-MIL)  
**Registration date:** 08/31/2010  
**Expiration date:** 09/06/2012

[Renew Patron](#)  
[Set Permissions](#)  
[Delete](#)  
[Update Child to Adult Patron](#)