

### 3.3 DELETING MEMBER DETAILS

Member details can be deleted from the database if required. You can decide whether to make the membership card number available again or keep it unavailable (in which case you will not be able allocate the number to any other library member).



Note:

*To delete member details, the privilege LOAN\_DELETE – Deletion of members is required.*

#### Procedure

1. In the **Member** class, find and select one or more member(s) by using one of the methods available (see chapter 3.6).
2. For the selected member(s), use the **Object / Delete member details** method.

The **Deletion of member details** window will open. Use it to specify:

- if the membership card number of the deleted library member should remain unavailable

If you wish for the membership card number to remain unavailable, leave the tick in the **Membership card No. remains unavailable** check-box. This means that the membership card number cannot be allocated to a new library member.



Tip:

The membership card number of the deleted member that was saved under invalid numbers can become available if you find the invalid number and delete it by using the **Delete invalid number** object method.

- the reason for deleting the member's details

From the drop-down list, select the reason for deleting the member's details (e.g. *4 member completed schooling*).

3. To confirm the deletion of member details, click the OK button.



Note:

*Member details cannot be deleted if:*

- *the member still has items on loan,*
- *the member has debts,*
- *the member is a superior member in the category 019 – family card,*
- *a note is entered for the member*
- *if a pending ILL request or material on pending ILL requests are entered for the member.*

**Tip:**

The list indicating the reasons for deleting member data can be prepared in the COBISS3/Reports software module, if you select the report type **LOAN\_Mb\_04: Deleted members** within the **Members** group.