

## 3.9 REFERENCE STUDENTS DATABASE

Data on students, which is collected and prepared by the university computer centres based on the record and analysis system of higher education of the Republic of Slovenia (hereinafter: eVŠ), is the basis for creating the reference students database.

The reference students database presents a help for quick entry of new library members by downloading the data from this database. If the member you are entering to the members database, is a student at a higher education institution and there is a record of him in the reference students database, you can download their data from the students reference database to the library members database based on their surname, name, user ID or membership card number (17-digit number) (see chapter 3.1.2.5).

The reference students database can be prepared in the following ways:

- create a new one
- before creating a new reference students database, delete the data in the existing, already prepared database – in this way the reference database will only contain new data on students
- before creating a new reference students database, do not delete the data in the existing – in this way the new data on students (e.g. first-year students, post-graduates) will be added to the existing data



**Tip:**

Students, for which there is a record in the reference students database, can register for the library by themselves by using their student identity, under the condition that the library offers the option of online member registration and allows the registration of students with their digital identity.

The reference students database is the basis for updating data for students who are already entered in the local library database. For the library member, whose user number can be found also in the reference students database, the data is updated with the new data from the reference database.

The reference students database can be used by one or more libraries together (e.g. libraries from different faculties of one university). When several libraries use it, the reference database is installed to the local database of the library that maintains the database. Other libraries only use the data from the reference database when entering new members and when updating details about members – students.



Note:

The option of using the reference students database is activated in the library with a special parameter at IZUM.

If the same reference database is used by several libraries, special settings are required for the library that creates and maintains the reference students database, and separate settings for the libraries that use the database. These settings are also managed by IZUM.

To perform procedures related to the reference students database, the privilege *LOAN\_STUD – Maintenance of reference students database* is required.

### 3.9.1 Structure of the file with data on students

The library usually prepares the data on students in an Excel file. The file with data on students must contain the following columns:

- user number (8- or 10-digit number)  
If you do not use the user number, copy the student transcript number here. The user number is key data for updating data on entered members with data from the reference students database.
- student transcript number (8-digit student transcript number)
- membership card number (17-digit membership card number of a student, which is entered on a RFID chip)
- university (7-digit code of the university in eVŠ)
- study programme (7-digit code of the study programme in eVŠ)
- mode of study (2-digit code of the mode of study)
- year of study (2-digit code of the year of study)
- study programme B (7-digit code of the study programme in eVŠ)
- surname
- name
- date of birth (in the form YYYYMMDD)
- permanent address
- permanent address postcode
- temporary address
- temporary address postcode
- citizenship (3-digit code of the country)  
This data does not exist under member details in COBISS3.
- e-mail address



Note:

*The Excel file must contain all the listed columns. The following data is mandatory: user number, surname, name, date of birth, address and post code of permanent residence and e-mail address.*

### 3.9.1.1 Converting Excel file with data on students into text file

The reference students database can be created from the text file in which data must be separated with a vertical bar. For this reason, the Excel file must be converted to a text file first.

#### *Procedure*

1. Open the Excel file with data on students.
2. Select the option **File / Save as**. The **Save as** window will open. Find a folder into which you wish to save the text file and define the file name.

Under "Save as type", select the option *Unicode Text (\*.txt)*.

3. Click the Save button.

In the window with notification about saving the active tab, click the **OK** button. In the window with a notification about the selected type of file *Text (Tab delimited)*, click the **Yes** button. The text file will be saved.

4. Find and open the text file.



Tip:

It is recommended to use Notepad and UltraEdit to edit the text file.

5. Delete the title bar from the text file.
6. Replace the tab character with the vertical bar (character "|") and save the file.



Tip:

You can replace the characters by using the **Replace** function. Under "Find What", enter the tab character by highlighting the blank space between two sets of data in the text file, copy it by pressing <Ctrl> + <C> and paste it by pressing <Ctrl> + <V>. Under "Replace With", enter the character "|" by pressing <Alt Gr> + <W>.

7. In the text file, check and delete blank lines at the end of the file if necessary.
8. Save the file:
  - in Notepad, select *UTF-8* in the window for saving the file under "Encoding"
  - in UltraEdit, you have to convert the data into UTF-8 before saving the file (select **File / Conversions / UNICODE/UTF-8 to UTF-8 (Unicode Editing)**)

## 3.9.2 Preparing the reference database

The **Reference students database** class is in the **Reference databases** folder.

When the reference students database is used by several libraries, the class is available in the database of the library that maintains it.

The reference students database can be prepared in the following ways:

- create a new one
- before creating a new reference students database, delete the data in the existing database – in this way the reference database will only contain new data on students
- before creating a new reference students database, do not delete the data in the existing – in this way the new data on students (e.g. first-year students) will be added to the existing data

### *Procedure*

1. Highlight the **Reference students database** class and select the **Class / Prepare reference database** method.

A window will open, where you:

- enter the membership expiry date
- mark if you wish for the temporary address from the text file to be entered into the reference students database as a business address

2. Click the **OK** button.

The **Select file** window will open.

3. Find and select the text file with data on students and click the **Open** button.

First the control of mandatory data and the correct data structure in the text file is performed.

The **mandatory data control** is carried out for the following data:

- user number
- surname
- name
- date of birth
- permanent address
- permanent address postcode
- e-mail address

Because of the option of entering students into the reference database via online registration based on their digital student identity the data on the e-mail address is also mandatory.

The **correct data structure control** is carried out for the following data:

- date of birth (the correct data structure must be YYYYMMDD)
- study type (it is checked if the code is in the global code list of study types)
- class (it is checked if the code is in the global code list class/grade)

- e-mail address (it is checked if the e-mail address contains the @ sign)
- university in eVŠ (the code length is checked; must be 7-digit)
- study programme in eVŠ (the code length is checked; must be; must be 14-digit)

The **duplicate record control** is carried out for student records. The software checks if the text file contains any duplicate student records (this is checked based on the user number) and if the student record is already in the students reference database (when you wish to add data to the existing reference database).

If the text file contains data in the incorrect structure, data is missing or doubled, a message is displayed. All errors in the text file must be fixed. **Only once the file structure is correct and all duplicate records are deleted, the student data is entered into the reference database.**

After you finish preparing the reference students database, a window with the date and time of starting and ending the procedure, and the number of students entered into the reference students database will open.



Note:

*If the reference database already contains student records, the software alerts you and provides the option of continuing without preparing the reference database. If you decide to do so, the new data will be added to the existing data in the reference database. If you do not wish to do that, reply no and then delete the existing reference database (see chapter 3.9.3). Next, prepare the new reference database.*

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### 3.9.3 Deleting the data in the reference database

You can delete the entire reference database or individual records in the reference database. Delete the whole reference database when the data is no longer current or you wish to create a new one from scratch. Delete an individual record, if e.g. a student withdraws their agreement for their data to be used for the purposes of library operation.

#### *Procedure*

#### 1. **Deleting the whole reference database**

Highlight the **Reference students database** class and select the **Class / Delete the reference database content** method.

All data in the reference database is deleted.

#### 2. **Deleting an individual record**

Find the student record(s) in the reference database. Load it onto the workspace and deleted it with the **Object / Delete** method.

### 3.9.4 Updating data on students with data from the reference students database

Based on the data in the reference students database, you can update the data on the students entered in the local member database. You can update the data:

- at the same time for all students entered in the local member database with records also in the reference database
- for an individual library member



Note:

*Before you start the update, make sure you check if the data in the reference database is correct. If the data is incorrect, delete the database and prepare it again. Next, update the database.*

*During the process of updating you cannot perform any other procedures, so the procedure must be carried out outside working hours. You can set the time of updating by entering the date and time under "Execution time".*

The key data for updating is the user number. The data is updated only for those library members with an entered user number and for which there is a record in the reference members database. The following member details are updated: university in eVŠ, study programme in eVŠ, mode of study, study programme in eVŠ – B, year of study, data on permanent and temporary address, and membership expiry date. On the basis of the mode of study, the member category is also automatically updated.

A library can decide that members – students that are not in the reference students database are highlighted after the update. For the relevant members the designation X is added in front of the alternative numbers (user number, student number and card number) which disables the identification of the member with these alternative numbers.

#### **Procedure**

1. Highlight the **Member** class and select the **Class / Update data on members – students** method.

A window will open, where a number of members – students, who have a username entered and will be updated, will be displayed.

Mark in the window, whether you wish to perform the **final update** in the members database. The final update means that you highlight the members – students who are no longer in the reference database.

Under “Execution time (dd.mm.YYYY hh:mm:ss)” set the date and time of starting the update. If you do not set the execution time, the update will start immediately.

2. Click the **OK** button.

After the update completes, a window will open with data on the date and time of starting the procedure, date and time of ending the procedure and a

number of members who were checked automatically during the update and updated in accordance with the data in the reference database.

The update statistics can be checked by preparing the report *LOAN-Mb-07: Statistics of updating member details – students*.

### *Options*

You can perform the update for an individual member. Find and select the member and load it to the workspace. Perform the update procedure by using the **Object / Update member details – student** method.