
3 MEMBERS

For loan purposes, libraries keep a record of their library members. A special database is used to enter data on new library members and edit the data on the existing ones.

This chapter describes the procedure of registering new library members, editing and deleting data on members, printing labels for library membership cards, changing the library membership card number (when issuing a new card), searching for members and entering a visit when the visit was not recorded in any other way (e.g. when a member accesses the internet).

To enter member details, use the **Member** editor. Some data on members is mandatory (e.g. "First name", "Surname", "Category", link to "Superior partner" for members – legal entities, etc.). Other non-mandatory data is entered depending on the statistical reports you wish to prepare.

When entering data, the local code lists (e.g. code list of departments of employment) and the global code list (e.g. code lists of post codes and cities) are also used.

The local code lists are maintained in the local databases of libraries. The process of updating local code lists is described in the *COBISS3 Basic Guidelines User Manual, chapter 4.7*.

Subchapters:

- Registering a new member
- Editing data
- Deleting member details
- Printing a label for the membership card
- Changing the membership card number
- Finding a member
- Changing class or grade
- Batch deletion of inactive members
- Entering a visit
- Reference students database