

## FIELDING ON THE BORROWER RECORD—THE ISSUES

A fielded record is usually preferred for the purposes of

- Data entry quality control
- Data extraction

The current Horizon software displays each field of the borrowers name and address as a separate line on their printed products. So if the patron's name was fielded into first and last name fields and the city and state were divided into separate fields, a notice would print with the following style of address:

Anaclare  
Evans  
23540 Manistee  
Oak Park  
MI  
48237

The DALNET libraries would like to have a fielded patron record with each of the name and address elements in a separate field: First name, last name, middle name/initial, street address, city, state, postal code, and country. Several thousand of the DALNET patrons are Canadian and Canada is required in their mailing addresses.

DALNET libraries would like the flexibility of several forms of output from the borrower file.

- The complete address block in all caps without punctuation using the name in direct order on one line, with the city, state, and postal code on one line. The country would be the last line.
- The complete address block in upper and lower case, again without punctuation.
- The form of the address should, in both cases conform to the requirements in the U.S. Postal Service publication no. 28 (available at <http://www.usps.com/ncsc/pubs>) and compliant with other standards for bulk mail
- The ability to reconstruct the name in proper order, first, middle, and last rather than the current wysiwyg format.
- The ability to extract mailing label data from the patron file to enter into mail merge software to prepare other types of mailings.

In an ideal world, DALNET would be able to have these choices and still use AutoNotice to generate the normal run of overdue notices, bills, etc. I would think these could be handled with table values. A second choice would be to write a ReportSmith report that would be able to generate the notices to match our requirements. However, we are greatly interested in being able to use mailers (carbonized interleaved forms) for our notices. We understand that this is possible with release 5.1.2. No matter how we go

about producing these notices, DALNET staff would like the process to have a few steps as possible and capable of being handled with low level staff. We are making the assumption that the choice of letter format or mailers will be at the discretion of the library.