

## USE OF THE ALGORITHM

Rev. 5/24/1999

The principle uses of the generated patron ID number are:

- To insure that duplicate patron records are not created for the same patron in the shared file
- To verify that the proper patron record has been retrieved if the patron does not have his/her library card with the bar code on it
- To assist in remote patron authentication
- To be used as a PIN or alternative to the patron bar code for patron empowerment
- A search option for Circulation Desk staff to be used in place of the Social Security number in the "second ID" column.

It is assumed that the generated patron ID number will be searchable by entering the elements of the ID number and having Horizon do the calculation and then retrieving the patron record.

Patron records may be created by

- Loading a file of patron data
- Keying in a record for a new patron
- "Copying" a record from another DALNET site.

If a record is loaded as part of a file of records, the birth date and the right most four digits of the Social Security will be used. Incoming records will contain a field for the birth date information and for the Social Security number. If either data element is not present the record will **not** be loaded but will be written to a report.

If a record is created by keying, the patron will be asked to provide such data. Ideally, the month and date of birth and the final four digits of the Social Security number will be at the top of the Borrower Fast Add display. The circulation staff should be able to enter those two fields and have the Horizon software do the search for duplicate registrations. When the staff person has determined that the individual is not in the patron file, then the staff member will finish filling out the form. Upon completion of the data entry, the number will be calculated and stored in the patron's record. If the calculated number is in the file, staff will be notified that they have attempted to register a duplicate patron and should try to determine if the data was entered correctly, and should thoroughly search the database to determine if the patron is already registered at some other library.

If a record is copied from another DALNET library, the unique identifier will be a part of the core patron record that is brought over. The unique number will be stored in the core or shared file and in the local file.

It is possible to have more than one patron with the same birth month and date and the last four digits in their Social Security number. In the event that the generated number really does link to another patron in the database, the system will alert the workstation

operator. The operator will determine if they should override. If the operator decides the system should proceed, an additional calculation will be used to create a unique number.

To handle institutional borrowers without birth dates and social security numbers, Horizon will allow corporate borrowers to register without the birth month and day and the digits of the social security number. A device, such as a Btype defined in the Horizon tables for institutional borrowers, at the beginning of the borrower fast add screen might be the easiest way to handle this. In this situation, Horizon would not look for the dates and numbers.