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**TO:** Mary Beth Lock, Chair, WSU Circulation Committee

**FROM:** Louise Bugg *Louise*

**SUBJECT:** Horizon patron data

**DATE:** April 22, 1999

The DALNET Shared Patron Database Task Force is recommending, with the endorsement of the DALNET Steering Committee, that the data elements needed to create our shared patron database with unique patron IDs be input in our individual institution's Horizon patron records immediately.

The attached document specifies the options we have to input that data on Wayne's Horizon patron records.

Can you please work with Wayne's Circulation Committee and Anaclare Evans to develop procedures to get this data into our records, not only those batch-loaded from HRS and SIS, but also those that are keyed in for guest borrowers?

Thanks very much.

LB/cmz

cc: A. Evans  
D. Fox  
J. Trzeciak

## **HORIZON PATRON INFORMATION WHAT TO DO UNTIL DALNET HAS PATRON ID ALGORITHM**

Each DALNET library should enter the required data elements on our individual Horizon patron records, so the data will be available when the shared DALNET patron database is created using DALNET's patron ID algorithm.

1. Second ID field

Either enter entire SSN or 00000nnnn or just nnnn, where nnnn=last four digits of SSN;

2. Birth Date field

Enter birth date as mm/dd.

Discussed at Steering Committee meeting  
4/12/99