

Borrower import

1 Introduction

Sites who have external borrower files can use Infor's borrower conversion software. For example, data from student administration files can periodically be loaded into V-smart.

Importing is done via AFO's in the 44X range. See the help on these AFO's for more practical information.

The conversion software enables new records to be added, and existing records to be changed or deleted. The external files should be in ASCII text format, e.g. on diskette.

2 General file structure required

The file contains borrower records, each consisting of several fields. Each borrower record is terminated with a # (hash) character. The maximum length of each field is 250 characters.

The last line of the file should consist of the string ** (2 asterisks)

Within a record, the fields are separated by a ^ (caret). Empty fields will appear as a null string followed by a terminating ^. This results in a variable-length record containing variable length fields.

Notes

Any site definable table(s) AFO482 – Borrower Authority Lists the input file must contain the Code for the corresponding Borrower Authority Lists entry. If the incoming Code is not found in the corresponding Borrower Authority List the import will add the Code and wording to the List.

The name field is determined by settings in AFO 482 – Borrower definition settings. If you use separate fields for Last Name, First Name and Middle name, then the system will handle these as separate fields.

If you only use the LastName field for entering the full name in inverted form, then the system will combine fields 4 and 5 to make Lastname, Firstname.

The system expects the following fields:-

1. Record Type

2. Original ID Number
3. Registration Library/Location
4. Surname
5. Initial(s) and/or Given Name(s)
6. Middle Name
7. Gender
8. Date of Birth
9. 1st Address : Street Name and Number
10. 1st Address : Post Code
11. 1st Address : Town/City
12. 1st Address : Country
13. 1st Address : Telephone Country Code
14. 1st Address : Telephone Number
15. 1st Address : Department/Subject
16. Borrower Category
17. Cost Code
18. 3rd Address : Street Name and Number
19. 3rd Address : Post Code

20. 3rd Address : Town/City
21. 3rd Address : Phone Number
22. 2nd Address : Street Name and Number
23. 2nd Address : Post Code
24. 2nd Address : Town/City
25. 2nd Address : Phone Number
26. Actual ID Number
27. E-mail Address
28. Borrower Card Expiry Date
29. Giro Number
30. Bank Account Number
31. 1st Address : Suburb (District)
32. 1st Address : Street Number
33. 1st Address : County/State/Province
34. 1st Address : Discipline
35. 1st Address : Mobile phone
36. 1st Address : Fax
37. 1st Address : Correspondence medium

38. 1st Address : External/Internal address
39. 1st Address : Use from (date)
40. 1st Address : Use Until (date)
41. 1st Address : Note (free text)
42. 1st Address : Free form address
43. 2nd Address : Street Number
44. 2nd Address : Suburb (District)
45. 2nd Address : County/State/Province
46. 2nd Address : Country
47. 2nd Address : Department
48. 2nd Address : Discipline
49. 2nd Address : Mobile phone
50. 2nd Address : Fax
51. 2nd Address : Email address
52. 2nd Address : Correspondence medium
53. 2nd Address : External/Internal address
54. 2nd Address : Use from (date)
55. 2nd Address : Use Until (date)

56. 2nd Address : Note (free text)
57. 2nd Address : Free form address
58. 3rd Address : Street Number
59. 3rd Address : Suburb (District)
60. 3rd Address : County/State/Province
61. 3rd Address : Country
62. 3rd Address : Department
63. 3rd Address : Discipline
64. 3rd Address : Mobile phone
65. 3rd Address : Fax
66. 3rd Address : Email address
67. 3rd Address : Correspondence medium
68. 3rd Address : External/Internal address
69. 3rd Address : Use from (date)
70. 3rd Address : Use Until (date)
71. 3rd Address : Note (free text)
72. 3rd Address : Free form address
73. Preferences & Categories – Reading form

74. Preferences & Categories – Interest topics
75. Preferences & Categories – Disability
76. Preferences & Categories – Ethnic origin
77. Preferences & Categories – Religion
78. Preferences & Categories – Occupation
79. Preferences & Categories – Store check out history
80. Preferences & Categories – Customer type
81. Preferences & Categories – Peripheral hardware
82. Preferences & Categories – Statistical category
83. Preferences & Categories – Qualifiers
84. Preferences & Categories – Housebound
85. Preferences & Categories – Method of delivery
86. Preferences & Categories – Housebound budget code
87. Preferences & Categories – Correspondence - Preferred medium
88. Preferences and Categories – Correspondence - Possible medium
89. Preferences and Categories – Correspondence – Braille allowed (Yes/No)
90. Branch – other locations
91. Branch – note (free text)

92. Last name prefix (van)
93. Name initials (R.P.K.M)
94. Prefix / title (Mr., Miss, etc)
95. Suffix / title (III, jr., etc)
96. Type (0=person; 1=corporation)
97. Identification Id 1
98. Identification Id 2
99. Identification Id 3
100. Identification Id 4
101. Identification Id 5
102. Contact person
103. Nationality
104. Department
105. Language ("eng", "dut" or "fre")
106. Proof of identity
107. Proof of identity registered by
108. Identity note
109. Local fields – optional field 1

110. Local fields – optional field 2
111. Local fields – optional field 3
112. Local fields – optional field 4
113. Local fields – optional field 5
114. Local fields – optional field 6
115. Local fields – optional field 7
116. Local fields – optional field 8
117. Local fields – optional field 9
118. Local fields – optional field 10
119. Local fields – optional field 11
120. Local fields – optional field 12
121. Local fields – optional field 13
122. Local fields – optional field 14
123. Local fields – optional field 15
124. Local fields – optional field 16
125. Local fields – optional field 17
126. Local fields – optional field 18
127. Local fields – optional field 19

128. Local fields – optional field 20
129. Subscription – reason
130. Subscription – motivation
131. Subscription –end subscription reason
132. Subscription – end subscription motivation
133. Subscription – temporary stop start (date)
134. Subscription – temporary stop end (date)
135. Subscription – note
136. Automatic Invoicing - (1/0)
140. 4th Address : Street Name
141. 4th Address : Street Number
142. 4th Address : Post Code
143. 4th Address : Town/City
144. 4th Address : Suburb (District)
145. 4th Address : County/State/Province
146. 4th Address : Country
147. 4th Address : Department
148. 4th Address : Discipline

149. 4th Address : Phone Number
150. 4th Address : Mobile phone
151. 4th Address : Fax
152. 4th Address : Email address
153. 4th Address : Correspondence medium
154. 4th Address : External/Internal address
155. 4th Address : Use from (date)
156. 4th Address : Use Until (date)
157. 4th Address : Note (free text)
158. 4th Address : Free form address
159. Free
160. 5th Address : Street Name
161. 5th Address : Street Number
162. 5th Address : Post Code
163. 5th Address : Town/City
164. 5th Address : Suburb (District)
165. 5th Address : County/State/Province
166. 5th Address : Country

167. 5th Address : Department
168. 5th Address : Discipline
169. 5th Address : Phone Number
170. 5th Address : Mobile phone
171. 5th Address : Fax
172. 5th Address : Email address
173. 5th Address : Correspondence medium
174. 5th Address : External/Internal address
175. 5th Address : Use from (date)
176. 5th Address : Use Until (date)
177. 5th Address : Note (free text)
178. 5th Address : Free form address
179. Free
180. 6th Address : Street Name
181. 6th Address : Street Number
182. 6th Address : Post Code
183. 6th Address : Town/City
184. 6th Address : Suburb (District)

185. 6th Address : County/State/Province
186. 6th Address : Country
187. 6th Address : Department
188. 6th Address : Discipline
189. 6th Address : Phone Number
190. 6th Address : Mobile phone
191. 6th Address : Fax
192. 6th Address : Email address
193. 6th Address : Correspondence medium
194. 6th Address : External/Internal address
195. 6th Address : Use from (date)
196. 6th Address : Use Until (date)
197. 6th Address : Note (free text)
198. 6th Address : Free form address
199. Free
200. 7th Address : Street Name
201. 7th Address : Street Number
202. 7th Address : Post Code

203. 7th Address : Town/City
204. 7th Address : Suburb (District)
205. 7th Address : County/State/Province
206. 7th Address : Country
207. 7th Address : Department
208. 7th Address : Discipline
209. 7th Address : Phone Number
210. 7th Address : Mobile phone
211. 7th Address : Fax
212. 7th Address : Email address
213. 7th Address : Correspondence medium
214. 7th Address : External/Internal address
215. 7th Address : Use from (date)
216. 7th Address : Use Until (date)
217. 7th Address : Note (free text)
218. 7th Address : Free form address
219. Free
220. 8th Address : Street Name

221. 8th Address : Street Number
222. 8th Address : Post Code
223. 8th Address : Town/City
224. 8th Address : Suburb (District)
225. 8th Address : County/State/Province
226. 8th Address : Country
227. 8th Address : Department
228. 8th Address : Discipline
229. 8th Address : Phone Number
230. 8th Address : Mobile phone
231. 8th Address : Fax
232. 8th Address : Email address
233. 8th Address : Correspondence medium
234. 8th Address : External/Internal address
235. 8th Address : Use from (date)
236. 8th Address : Use Until (date)
237. 8th Address : Note (free text)
238. 8th Address : Free form address

- 239. Free
- 240. 9th Address : Street Name
- 241. 9th Address : Street Number
- 242. 9th Address : Post Code
- 243. 9th Address : Town/City
- 244. 9th Address : Suburb (District)
- 245. 9th Address : County/State/Province
- 246. 9th Address : Country
- 247. 9th Address : Department
- 248. 9th Address : Discipline
- 249. 9th Address : Phone Number
- 250. 9th Address : Mobile phone
- 251. 9th Address : Fax
- 252. 9th Address : Email address
- 253. 9th Address : Correspondence medium
- 254. 9th Address : External/Internal address
- 255. 9th Address : Use from (date)
- 256. 9th Address : Use Until (date)

- 257. 9th Address : Note (free text)
- 258. 9th Address : Free form address
- 259. Free
- 260. 10th Address : Street Name
- 261. 10th Address : Street Number
- 262. 10th Address : Post Code
- 263. 10th Address : Town/City
- 264. 10th Address : Suburb (District)
- 265. 10th Address : County/State/Province
- 266. 10th Address : Country
- 267. 10th Address : Department
- 268. 10th Address : Discipline
- 269. 10th Address : Phone Number
- 270. 10th Address : Mobile phone
- 271. 10th Address : Fax
- 272. 10th Address : Email address
- 273. 10th Address : Correspondence medium
- 274. 10th Address : External/Internal address

- 275. 10th Address : Use from (date)
- 276. 10th Address : Use Until (date)
- 277. 10th Address : Note (free text)
- 278. 10th Address : Free form address
- 279. Free

3 Field descriptions

1. Record Type

- The Record Type must be one of the following three valid codes:-
 - M (for a modified record)
 - N (for a new record)
 - S (for a record to be deleted).

Note

A Record with Record Type equal to "M", ALL fields must be delivered, i.e. as if it is a New record!

2. Original ID Number

- Supply a unique identifier (i.e. a number from the external system that uniquely identifies the borrower).
- If this is not possible, contact Infor for instructions on generating unique identifying numbers.
- Used as the key to the ULN file. Stored in Subscript .9 piece 1 unless overridden by field 26

Note

This ID may contain numbers and letters.

3. Registration Library/Location (separated by /)

Example : OBT

 N/C

 HAL/B

Note

If this data is not supplied, ***or not defined in the database***, the library and location of the workstation running the conversion will be used.

- Stored in Subscript 1 pieces 1 and 2

4. Surname (without title prefix)

Example : Janssen

 Mentink-Janssen

- Fields 4, 5 and 6 are formatted and stored in Subscript 1 pieces 1 and 2

5. Initial(s) and/or Given Name(s)

Example : Pieter

 P.

 P.K.

 Pieter Karel Maria

- Fields 4, 5 and 6 are formatted and stored in Subscript 1 pieces 1 and 2

6. Middle Name

- Fields 4, 5 and 6 are formatted and stored in Subscript 1 pieces 1 and 2

7. Gender (M/V)

- Must be one of two valid codes:
- M (male)
- V (female)
- Stored in Subscript 1 piece 10

8. Date of Birth

- In day-month-year format, e.g :
 - day = number (e.g. 04 or 4)
 - month = number (e.g. 04 or 4) or
 - 3-letter English abbreviation (e.g. APR)
 - year = number (e.g.. 1966, 66 or '66)
- The date separator character between day and month, and month and year, is either - (hyphen) or / (slash) or a space.

Example : 04-01-90

4-1-90

4-1-1990

4/01/90

04/1/'90

04 01 1990

4 JAN 90

4 jan '90

- Stored in Subscript 1 piece 11

9. 1st Address : Street name and Number (or. Post Box Number)

Example : Piazza 403

PO Box 43

- The text 'Post box' is not added automatically
- Stored in Subscript 2.01 piece 1

10. 1st Address : Post Code

Example : 2470

5611 AG

- Stored in Subscript 2.01 piece 3

Note

No validation is done!

11. 1st Address : Town/City

Example : Eindhoven

's-Hertogenbosch

Antwerpen

- Stored in Subscript 2.01 piece 4

12. 1st Address : Country

- The country can be either a code or a name; there is no translation between the two (i.e. a code remains a code).

Example : N

Nederland

- Stored in Subscript 2.01 piece 7

13. 1st Address : Telephone Country Code

Example : 32

- If there is a value supplied, it is stored in front of the telephone number in Subscript 2.01 piece 11 enclosed in ().

le (32)905475-0525

14. 1st Address : Telephone Number

- No formatting applies.

Example : 014-7671421

040-2433605

014-767.14.21

040/2533.605

767 14 21

- Stored in Subscript 2.01 piece 11

15. 1st Address : Department/Subject. (not for standard lending statistics)

- This field can contain a code to indicate (for example) Department, Subject, etc.
- Stored in Subscript 2.01 piece 9

16. Borrower Category

- The borrower category may be supplied (as a code). If the code supplied does not exist, the default borrower category for the library/location will be used
- If no borrower category is supplied, then in mutual consultation specific in become how the categories must be generated. This option is a non-standard option.
- Stored in Subscript 7 piece 1

17. Cost Code (for standard lending statistics)

- This field can be used to supply a code for use as a basis for an additional lending statistic
- (e.g. statistics by cost centre, department, subject, etc.).
- Stored in Subscript 7 piece 2

Note

Contact Infor about details for this code if statistic must be made.

18. 3rd Address : Street name and Number (or. Post Box Number)

- See number 9.
- Stored in Subscript 2.03 piece 1

19. 3rd Address : Post Code

- See number 10.
- Stored in Subscript 2.03 piece 3

20. 3rd Address : Town/City

- See number 11.
- Stored in Subscript 2.03 piece 4

21. 3rd Address : Telephone Number

- See number 14. No formatting applies
- Stored in Subscript 2.03 piece 11

22. 2nd Address : Street name and Number (or. Post Box Number)

- See number 9.
- Stored in Subscript 2.02 piece 1

23. 2nd Address : Post Code

- See number 10.

- Stored in Subscript 2.02 piece 3

24. 2nd Address : Town/City

- See number 11
- Stored in Subscript 2.02 piece 4

25. 2nd Address : Telephone Number

- See number 14.
- Stored in Subscript 2.02 piece 11

26. Actual ID Number

In VubisSmart a borrower can have two identification numbers. This number functions as a 'signpost' to the original identification number. (e.g. the original number is the number from the student administration system, and the actual number is the barcode number from the borrower card). The actual ID number must be unique in the borrower file, i.e. it must not be in use as an original number nor as an actual number for another borrower from the same library.

- If there is a value supplied, it is stored in Subscript .9 piece 1

27. E-mail Address

Example : d.v.geers@geac.nl

fblous.looper@vroomendreesman.nl

- Stored in Subscript 2.01 piece 14

28. Borrower Card Expiry Date

If you supply this data (in the format dd/mm/yyyy) the expiry date field in the borrower record will be filled. If this field is not supplied the system will set the expiry date automatically from the date the file was loaded in Vubis.

Note:

You can **alter** the expiry date of the actual borrowers by this field supplied in the import file.

Example : 15/10/2000

01/01/2001

- Stored in Subscript 7 piece 6

29. Giro Number

Example : 123

43567839

- Stored in Subscript 5 piece 2

30. Bank Account Number

Example : 522759327

345567788

- Stored in Subscript 5 piece 1

31. 1st Address Suburb (District)

- Site definable table AFO482 – Borrower Authority Lists.

Example : Hasselt

De Reit

- Stored in Subscript 2.01 piece 5

32. 1st Address : Street Number

- Optionally separate street number from the street.
- Stored in Subscript 2.01 piece 2

33 1st Address : County/State/Province

- Site definable table AFO482 – Borrower Authority Lists.
- Code from the Borrower Authority list for Country/State/Province.

Example : ON - Ontario

- Stored in Subscript 2.01 piece 6

34 1st Address : Discipline

- Free Text
- Stored in Subscript 2.01 piece 10

35 1st Address : Mobile phone

- See number 14.
- Stored in Subscript 2.01 piece 12

36 1st Address : Fax

- Free text.
- Stored in Subscript 2.01 piece 13

37 1st Address : Correspondence medium

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript2.01 piece 15

38 1st Address : External/Internal address

- Must be one of two valid codes:
 - 0 – external
 - 1 – internal
- Stored in Subscript 2.01 piece 16

39 1st Address : Use from (date)

The Use from (date) and Use until (date) control what addresses are used for contacting a borrower at certain dates and times. An example is where students have a term-time address that is the primary address and a secondary address that is their home address used during vacations. This type of address is therefore time-dependent.

[Normally address this is determined by borrower type]

- Stored in Subscript 2.01 piece 17

40 1st Address : Use Until (date)

- See number 39.
- Stored in Subscript 2.01 piece 18

41 1st Address : Note

- free text
- Stored in Subscript 2.01 piece 20

42 1st Address : Free form address

- Maximum of 5 lines of address that are delimited by “~”
- Stored in Subscript 2.01 piece 8

43 2nd Address : Street Number

- See number 32.
- Stored in Subscript 2.02 piece 2

44 2nd Address : Suburb (District)

- See number 31.
- Stored in Subscript 2.02 piece 5

45 2nd Address : County/State/Province

- See number 33.
- Stored in Subscript 2.02 piece 6

46 2nd Address : Country

- See number 12.
- Stored in Subscript 2.02 piece 7

47 2nd Address : Department

- See number 15.
- Stored in Subscript 2.02 piece 9

48 2nd Address : Discipline

- See number 34.
- Stored in Subscript 2.02 piece 10

49 2nd Address : Mobile phone

- See number 14.
- Stored in Subscript 2.02 piece 12

50 2nd Address : Fax

- See number 36.
- Stored in Subscript 2.02 piece 13

51 2nd Address : Email address

- See number 27.
- Stored in Subscript 2.02 piece 14

52 2nd Address : Correspondence medium

- See number 37.
- Stored in Subscript 2.02 piece15

53 2nd Address : External/Internal address

- See number 38.
- Stored in Subscript 2.02 piece 16

54 2nd Address : Use from (date)

- See number 39.
- Stored in Subscript 2.02 piece 17

55 2nd Address : Use Until (date)

- See number 39.
- Stored in Subscript 2.02 piece 18

56 2nd Address : Note

- free text
- See number 41.
- Stored in Subscript 2.02 piece 20

57 2nd Address : Free form address

- See number 42.
- Stored in Subscript 2.02 piece 8

58 3rd Address : Street Number

- See number 32.
- Stored in Subscript 2.03 piece 2

59 3rd Address : Suburb (District)

- See number 31.

- Stored in Subscript 2.03 piece 5

60 3rd Address : County/State/Province

- See number 33.
- Stored in Subscript 2.03 piece 6

61 3rd Address : Country

- See number 12.
- Stored in Subscript 2.03 piece 7

62 3rd Address : Department

- See number 15.
- Stored in Subscript 2.03 piece 9

63 3rd Address : Discipline

- See number 34.
- Stored in Subscript 2.03 piece 10

64 3rd Address : Mobile phone

- See number 14.
- Stored in Subscript 2.03 piece 12

65 3rd Address : Fax

- See number 36.

- Stored in Subscript 2.03 piece 13

66 3rd Address : Email address

- See number 27
- Stored in Subscript 2.03 piece 14

67 3rd Address : Correspondence medium

- See number 37.
- Stored in Subscript 2.03 piece 15

68 3rd Address : External/Internal address

- See number 38.
- Stored in Subscript 2.03 piece 16

69 3rd Address : Use from (date)

- See number 39.
- Stored in Subscript 2.03 piece 17

70 3rd Address : Use Until (date)

- See number 39.
- Stored in Subscript 2.03 piece 18

71 3rd Address : Note

- free text

- See number 41.
- Stored in Subscript 2.03 piece 20

72 3rd Address : Free form address

- See number 42.
- Stored in Subscript 2.03 piece 8

73 Preferences & Categories – Reading form

- Material type format
- Site definable table AFO482 – Borrower Authority Lists.
- Can have multiple defined. Delimited by ‘;’

Example : Talking book

Large print

Braille

Cassette

CD

DVB

- Stored in Subscript 4 piece 1

74 Preferences & Categories – Interest topics

- Site definable table AFO482 – Borrower Authority Lists.

- Can have multiple defined. Delimited by ‘,’

Example : Cooking

 Science fiction

 Mystery

- Stored in Subscript 4 piece 2

75 Preferences & Categories – Disability

- Site definable table AFO482 – Borrower Authority Lists.

- Can have multiple defined. Delimited by ‘,’

Example : Hearing Impaired

 Legally Blind

 Learning Impaired

- Stored in Subscript 4 piece 3

76 Preferences & Categories – Ethnic origin

- Site definable table AFO482 – Borrower Authority Lists.

- Stored in Subscript 4 piece 4

77 Preferences & Categories – Religion

- Site definable table AFO482 – Borrower Authority Lists.

- Stored in Subscript 4 piece 5

78 Preferences & Categories – Occupation

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript 4 piece 6

79 Preferences & Categories – Store check out history

- Must be one of two valid codes:
 - 0 – no
 - 1 – yes
- Stored in Subscript 4 piece 7

80 Preferences & Categories – Customer type

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript 4 piece 8

81 Preferences & Categories – Peripheral hardware

- Site definable table AFO482 – Borrower Authority Lists.
- Can have multiple defined. Delimited by ‘;’
- Stored in Subscript 4 piece 9

82 Preferences & Categories – Statistical category

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript 4 piece 10

83 Preferences & Categories – Qualifiers

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript 4 piece 11

84 Preferences & Categories – Housebound

- Must be one of two valid codes:
 - 0 – no
 - 1 – yes
- Stored in Subscript 4 piece 12

85 Preferences & Categories – Method of delivery

- Site definable table AFO482 – Borrower Authority Lists.
- Can have multiple defined. Delimited by ‘;’
- Stored in Subscript 4 piece 13

86 Preferences & Categories – Housebound budget code

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript 4 piece 14

87 Preferences & Categories – Correspondence - Preferred medium

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript 4 piece 15

88 Preferences and Categories – Correspondence - Possible medium

- Site definable table AFO482 – Borrower Authority Lists.
- Can have multiple defined. Delimited by ‘;’
- Stored in Subscript 4 piece 16

89 Preferences and Categories – Correspondence – Braille allowed

- Must be one of two valid codes:
 - 0 – no
 - 1 – yes
- Stored in Subscript 4 piece 17

90 Branch – other locations

- Can have multiple defined. Delimited by ‘;’
- Stored in Subscript 0 piece 3

91 Branch – note

- Free text
- Stored in Subscript 0 piece 4

92 Last name prefix

- Stored in Subscript 1 piece 3

93 Name initials

- Example : (R.P.K.M)
- Stored in Subscript 1 piece 6

94 Prefix / title

- Site definable table AFO482 – Borrower Authority Lists.

Example : Mr., Miss, Mrs.,Dr.,etc.

- Stored in Subscript 1 piece 7

95 Suffix / title

- Site definable table AFO482 – Borrower Authority Lists.

Example: III, jr., etc

- Stored in Subscript 1 piece 8

96 Type

- Must be one of two valid codes:

- 0=person
- 1=corporation

- Stored in Subscript 1 piece 9

97 Identification Id 1

- Optional indexed. See AFO 481 - Main circulation parameters – Circulation Workflow - Borrowers – Indexes for advanced search

- Stored in Subscript 1 piece 12

98 Identification Id 2

- Optional indexed. See AFO AFO 481 - Main circulation parameters – Circulation Workflow - Borrowers – Indexes for advanced search
- Stored in Subscript 1 piece 13

99 Identification Id 3

- Optional indexed. See AFO AFO 481 - Main circulation parameters – Circulation Workflow - Borrowers – Indexes for advanced search
- Stored in Subscript 1 piece 14

100 Identification Id 4

- Optional indexed. See AFO AFO 481 - Main circulation parameters – Circulation Workflow - Borrowers – Indexes for advanced search
- Stored in Subscript 1 piece 15

101 Identification Id 5

- Optional indexed. See AFO AFO 481 - Main circulation parameters – Circulation Workflow - Borrowers – Indexes for advanced search
- Stored in Subscript 1 piece 16

102 Contact person

- Free Text
- Stored in Subscript 1 piece 17

103 Nationality

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript 1 piece 18

104 Department

- Site definable table AFO482 – Borrower Authority Lists.
- Stored in Subscript 1 piece 19

105 Language

- Site definable table AFO482 – Borrower Authority Lists.

Example : “eng”, “dut” or “fre”

- Stored in Subscript 1 piece 20

106 Proof of identity

- Free Text
- Stored in Subscript 1 piece 21

107 Proof of identity registered by

- Free text
- Stored in Subscript 1 piece 22

108 Identity note

- Free text
- Stored in Subscript 1 piece 23

109 Local fields – optional field 1

- Stored in Subscript 13 piece 1

110 Local fields – optional field 2

- Stored in Subscript 13 piece 2

111 Local fields – optional field 3

- Stored in Subscript 13 piece 3

112 Local fields – optional field 4

- Stored in Subscript 13 piece 4

113 Local fields – optional field 5

- Stored in Subscript 13 piece 5

114 Local fields – optional field 6

- Stored in Subscript 13 piece 6

115 Local fields – optional field 7

- Stored in Subscript 13 piece 7

116 Local fields – optional field 8

- Stored in Subscript 13 piece 8

117 Local fields – optional field 9

- Stored in Subscript 13 piece 9

118 Local fields – optional field 10

- Stored in Subscript 13 piece 10

119 Local fields – optional field 11

- Stored in Subscript 13 piece 11

120 Local fields – optional field 12

- Stored in Subscript 13 piece 12

121 Local fields – optional field 13

- Stored in Subscript 13 piece 13

122 Local fields – optional field 14

- Stored in Subscript 13 piece 14

123 Local fields – optional field 15

- Stored in Subscript 13 piece 15

124 Local fields – optional field 16

- Stored in Subscript 13 piece 16

125 Local fields – optional field 17

- Stored in Subscript 13 piece 17

126 Local fields – optional field 18

- Stored in Subscript 13 piece 18

127 Local fields – optional field 19

- Stored in Subscript 13 piece 19

128 Local fields – optional field 20

- Stored in Subscript 13 piece 20

129 Subscription – reason

- Site definable table AFO482 – Borrower Authority Lists.
- Can have multiple defined. Delimited by ‘;’
- Stored in Subscript 7 piece 9

130 Subscription – motivation

- Free text
- Stored in Subscript 7 piece 10

131 Subscription –end subscription reason

- Site definable table AFO482 – Borrower Authority Lists.
- Can have multiple defined. Delimited by ‘;’
- Stored in Subscript 7 piece 11

132 Subscription – end subscription motivation

- Free text
- Stored in Subscript 7 piece 12

133 Subscription – temporary stop start (date)

- Date format
- Stored in Subscript 7 piece 13

134 Subscription – temporary stop end (date)

- Date format
- Stored in Subscript 7 piece 14

135 Subscription – note

- Free text
- Stored in Subscript 7 piece 15

136 Automatic Invoicing

- Must be one of two valid codes:
 - 0 – no
 - 1 – yes
- Stored in Subscript 5 piece 3

The following fields repeat for Addresses 4 through 10 stored in subscripts 2.04 through 2.1. A block of twenty (20) fields is left open for each address. Address 4 data begins in field 140Address 5 data begins in field 160etc.

#	Description	See	Stored in
140	4th Address : Street Name	9	2.4/1

141	4th Address : Street Number	32	2.4/2
142	4th Address : Post Code	10	2.4/3
143	4th Address : Town/City	11	2.4/4
144	4th Address : Suburb (District)	31	2.4/5
145	4th Address : County/State/Province	33	2.4/6
146	4th Address : Country	12	2.4/7
147	4th Address : Department	15	2.4/9
148	4th Address : Discipline	34	2.4/10
149	4th Address : Phone Number	14	2.4/11
150	4th Address : Mobile phone	35	2.4/12
151	4th Address : Fax	36	2.4/13
152	4th Address : Email address	27	2.4/14
153	4th Address : Correspondence medium	37	2.4/15
154	4th Address : External/Internal address	38	2.4/16
155	4th Address : Use from (date)	39	2.4/17
156	4th Address : Use Until (date)	39	2.4/18
157	4th Address : Note (free text)	41	2.4/20
158	4th Address : Free form address	42	2.4/8

159	Free	
160	5th Address : Street Name	2.5/1
	Etc.	
180	6th Address : Street Name	2.6/1
	Etc.	
200	7th Address : Street Name	2.7/1
	Etc.	
220	8th Address : Street Name	2.8/1
	Etc.	
240	9th Address : Street Name	2.9/1
	Etc.	
260	10th Address : Street Name	2.1/1
	Etc.	

4 Sample file

```

N^399997610^PNB/BD^Clarkson^Dick^van^M^ 01-01-
90^Street1^L9N1E2^Holland
Landing^Canada^011^9054750525^Department1^STU^Cost
code^Street3^POST3^CITY3^9053333333^STREET2^POST2^CITY2^9052222222^m
ikec1@geac.com^01/12/2002^445566^123456^DISTRICT1
31^11^STATE1^DISCIPLINE1^MOBILE PHONE1^FAX1^CORR
MED1^0^01/01/2000^01/12/2004^NOTE1^ADDR1 LINE1~ADDR1 LINE2~ADDR1
LINE3~ADDR1 LINE4~ADDR1
LINE5^22^DISTRICT2^STATE2^COUNTRY2^DEPARTMENT2^DISCIPLINE2^MOBILE
PHONE2^FAX2^mikec2@geac.com^CORR
MED2^0^02/01/2000^02/12/2004^NOTE2^ADDR2 LINE1~ADDR2 LINE2~ADDR2
LINE3~ADDR2 LINE4~ADDR2
LINE5^33^DISTRICT3^STATE3^COUNTRY3^DEPARTMENT3^DISCIPLINE3^MOBILE

```

PHONE3^FAX3^mikec3@geac.com^CORR
MED3^0^03/01/2000^03/12/2004^NOTE3^ADDR3 LINE1~ADDR3 LINE2~ADDR3
LINE3~ADDR3 LINE4~ADDR3
LINE5^FORMAT^INTEREST^DISABILITY^ETHNIC^RELIGION^OCCUPATION^1^TYPE^PE
RIPHERAL^STATISTICAL^QUALIFIERS^1^METHOD^H
BUDGETCODE^PREFERRED^POSSIBLE^BRAILLE^AA,BB^BRANCH NOTE^LAST NAME
PREFIX^INITIALS^Mr.^suffix^0^ID1^ID2^ID3^ID4^ID5^CONTACT
PERSON^NATIONALITY^DEPARTMENT^eng^PROFF OF IDENTITY^PROOF OF
REGISTERED BY^IDENTITY
NOTE^LOCAL1^LOCAL2^LOCAL3^LOCAL4^LOCAL5^LOCAL6^LOCAL7^LOCAL8^LOCAL9^L
OCAL10^LOCAL11^LOCAL12^LOCAL13^LOCAL14^LOCAL15^LOCAL16^LOCAL17^LOCAL1
8^LOCAL19^LOCAL20^SUB REASON^SUB MOTIVATION^END REASON^END
MOTIVATION^01/01/2001^02/02/2002^SUB
NOTE^^^^STREET4^44^POSTCODE4^CITY4^DISTRICT4^STATE4^COUNTRY4^DEPARTM
ENT4^DISCIPLINE4^9054750544^MOBILE PHONE4^FAX4^mikec4@geac.com^CORR
MED4^0^04/01/2000^04/12/2004^NOTE4^ADDR4 LINE1~ADDR4 LINE2~ADDR4
LINE3~ADDR4 LINE4~ADDR4
LINE5^^STREET5^55^POSTCODE5^CITY5^DISTRICT5^STATE5^COUNTRY5^DEPARTMEN
T5^DISCIPLINE5^9054750555^MOBILE PHONE5^FAX5^mikec5@geac.com^CORR
MED5^0^05/01/2000^05/12/2005^NOTE5^ADDR5 LINE1~ADDR5 LINE2~ADDR5
LINE3~ADDR5 LINE5~ADDR5
LINE5^^STREET6^66^POSTCODE6^CITY6^DISTRICT6^STATE6^COUNTRY6^DEPARTMEN
T6^DISCIPLINE6^9054750566^MOBILE PHONE6^FAX6^mikec6@geac.com^CORR
MED6^0^06/01/2000^06/12/2006^NOTE6^ADDR6 LINE1~ADDR6 LINE2~ADDR6
LINE3~ADDR6 LINE6~ADDR6
LINE5^^STREET7^77^POSTCODE7^CITY7^DISTRICT7^STATE7^COUNTRY7^DEPARTMEN
T7^DISCIPLINE7^9054750577^MOBILE PHONE7^FAX7^mikec7@geac.com^CORR
MED7^0^07/01/2000^07/12/2007^NOTE7^ADDR7 LINE1~ADDR7 LINE2~ADDR7
LINE3~ADDR7 LINE7~ADDR7
LINE5^^STREET8^88^POSTCODE8^CITY8^DISTRICT8^STATE8^COUNTRY8^DEPARTMEN
T8^DISCIPLINE8^9054750588^MOBILE PHONE8^FAX8^mikec8@geac.com^CORR
MED8^0^08/01/2000^08/12/2008^NOTE8^ADDR8 LINE1~ADDR8 LINE2~ADDR8
LINE3~ADDR8 LINE8~ADDR8
LINE5^^STREET9^99^POSTCODE9^CITY9^DISTRICT9^STATE9^COUNTRY9^DEPARTMEN
T9^DISCIPLINE9^9054750599^MOBILE PHONE9^FAX9^mikec9@geac.com^CORR
MED9^0^09/01/2000^09/12/2009^NOTE9^ADDR9 LINE1~ADDR9 LINE2~ADDR9
LINE3~ADDR9 LINE9~ADDR9
LINE5^^STREET10^10^POSTCODE10^CITY10^DISTRICT10^STATE10^COUNTRY10^DEP
ARTMENT10^DISCIPLINE10^9054750510^MOBILE
PHONE10^FAX10^mikec10@geac.com^CORR
MED10^0^10/01/2000^10/12/2010^NOTE10^ADDR10 LINE1~ADDR10 LINE2~ADDR10
LINE3~ADDR10 LINE10~ADDR10 LINE5#

N^399997611^PNB/BD^Clarkson^Jerry^van^M^ 01-01-
90^Street1^L9N1E2^Holland
Landing^Canada^011^9054750525^Department1^STU^Cost
code^Street3^POST3^CITY3^9053333333^STREET2^POST2^CITY2^9052222222^m
ikec1@geac.com^01/12/2002^445566^123456^DISTRICT1
31^11^STATE1^DISCIPLINE1^MOBILE PHONE1^FAX1^CORR
MED1^0^01/01/2000^01/12/2004^NOTE1^ADDR1 LINE1~ADDR1 LINE2~ADDR1
LINE3~ADDR1 LINE4~ADDR1
LINE5^22^DISTRICT2^STATE2^COUNTRY2^DEPARTMENT2^DISCIPLINE2^MOBILE
PHONE2^FAX2^mikec2@geac.com^CORR
MED2^0^02/01/2000^02/12/2004^NOTE2^ADDR2 LINE1~ADDR2 LINE2~ADDR2
LINE3~ADDR2 LINE4~ADDR2
LINE5^33^DISTRICT3^STATE3^COUNTRY3^DEPARTMENT3^DISCIPLINE3^MOBILE
PHONE3^FAX3^mikec3@geac.com^CORR
MED3^0^03/01/2000^03/12/2004^NOTE3^ADDR3 LINE1~ADDR3 LINE2~ADDR3
LINE3~ADDR3 LINE4~ADDR3
LINE5^FORMAT2^INTEREST2^DISABILITY2^ETHNIC2^RELIGION2^OCCUPATION2^1^T

YPE2^PERIPHERAL2^STATISTICAL2^QUALIFIERS2^1^METHOD2^H
 BUDGETCODE2^PREFERRED2^POSSIBLE2^BRAILLE2^AA,BB^BRANCH NOTE^LAST NAME
 PREFIX^INITIALS^Mr.^II^0^ID12^ID22^ID32^ID42^ID52^CONTACT
 PERSON^NATIONALITY2^DEPARTMENT2^dut^PROOF OF IDENTITY^PROOF OF
 REGISTERED BY^IDENTITY
 NOTE^LOCAL1^LOCAL2^LOCAL3^LOCAL4^LOCAL5^LOCAL6^LOCAL7^LOCAL8^LOCAL9^L
 OCAL10^LOCAL11^LOCAL12^LOCAL13^LOCAL14^LOCAL15^LOCAL16^LOCAL17^LOCAL1
 8^LOCAL19^LOCAL20^SUB REASON2^SUB MOTIVATION2^END REASON2^END
 MOTIVATION2^01/01/2001^02/02/2002^SUB
 NOTE^^^^^STREET4^44^POSTCODE4^CITY4^DISTRICT4^STATE4^COUNTRY4^DEPARTM
 ENT4^DISCIPLINE4^9054750544^MOBILE PHONE4^FAX4^mikec4@geac.com^CORR
 MED4^0^04/01/2000^04/12/2004^NOTE4^ADDR4 LINE1~ADDR4 LINE2~ADDR4
 LINE3~ADDR4 LINE4~ADDR4
 LINE5^^STREET5^55^POSTCODE5^CITY5^DISTRICT5^STATE5^COUNTRY5^DEPARTMEN
 T5^DISCIPLINE5^9054750555^MOBILE PHONE5^FAX5^mikec5@geac.com^CORR
 MED5^0^05/01/2000^05/12/2005^NOTE5^ADDR5 LINE1~ADDR5 LINE2~ADDR5
 LINE3~ADDR5 LINE5~ADDR5
 LINE5^^STREET6^66^POSTCODE6^CITY6^DISTRICT6^STATE6^COUNTRY6^DEPARTMEN
 T6^DISCIPLINE6^9054750566^MOBILE PHONE6^FAX6^mikec6@geac.com^CORR
 MED6^0^06/01/2000^06/12/2006^NOTE6^ADDR6 LINE1~ADDR6 LINE2~ADDR6
 LINE3~ADDR6 LINE6~ADDR6
 LINE5^^STREET7^77^POSTCODE7^CITY7^DISTRICT7^STATE7^COUNTRY7^DEPARTMEN
 T7^DISCIPLINE7^9054750577^MOBILE PHONE7^FAX7^mikec7@geac.com^CORR
 MED7^0^07/01/2000^07/12/2007^NOTE7^ADDR7 LINE1~ADDR7 LINE2~ADDR7
 LINE3~ADDR7 LINE7~ADDR7
 LINE5^^STREET8^88^POSTCODE8^CITY8^DISTRICT8^STATE8^COUNTRY8^DEPARTMEN
 T8^DISCIPLINE8^9054750588^MOBILE PHONE8^FAX8^mikec8@geac.com^CORR
 MED8^0^08/01/2000^08/12/2008^NOTE8^ADDR8 LINE1~ADDR8 LINE2~ADDR8
 LINE3~ADDR8 LINE8~ADDR8
 LINE5^^STREET9^99^POSTCODE9^CITY9^DISTRICT9^STATE9^COUNTRY9^DEPARTMEN
 T9^DISCIPLINE9^9054750599^MOBILE PHONE9^FAX9^mikec9@geac.com^CORR
 MED9^0^09/01/2000^09/12/2009^NOTE9^ADDR9 LINE1~ADDR9 LINE2~ADDR9
 LINE3~ADDR9 LINE9~ADDR9
 LINE5^^STREET10^10^POSTCODE10^CITY10^DISTRICT10^STATE10^COUNTRY10^DEP
 ARTMENT10^DISCIPLINE10^9054750510^MOBILE
 PHONE10^FAX10^mikec10@geac.com^CORR
 MED10^0^10/01/2000^10/12/2010^NOTE10^ADDR10 LINE1~ADDR10 LINE2~ADDR10
 LINE3~ADDR10 LINE10~ADDR10 LINE5#

**

Brief explanation

- The above file contains 2 borrower records :
 - Mr. Dick van Clarkson;
 - Mr. Jerry van Clarkson

- The file contains three lines:
 - Line 1 from N^399997610 up to and including ADDR10 LINE5#
 - Line 2 from N^399997611 up to and including ADDR10 LINE5#
 - Line 3 containing just ** is at the end of the file

Notes

For each field that is not supplied the accompanying ^ (caret) must still appear. Each borrower record in the file must contain the same number of carets (, or the number of fields - 1).

An "M" type (i.e. modified) record must contain all the necessary fields as if it is a "N" type (i.e. New) field. There is no difference between M and/of N type records!

- **Document control - Change History**

Version	Date	Change description	Author
1.0	June 2008	creation	
2.0	June 2009	amended examples for 6 and 92 part of 2.0 updates	