

# 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. 1<sup>st</sup> 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. 1<sup>st</sup> Address : Post Code**

Example : 2470

5611 AG

- Stored in Subscript 2.01 piece 3

**Note**

No validation is done!

### **11. 1<sup>st</sup> Address : Town/City**

Example : Eindhoven

's-Hertogenbosch

Antwerpen

- Stored in Subscript 2.01 piece 4

### **12. 1<sup>st</sup> 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. 1<sup>st</sup> 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. 1<sup>st</sup> 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. 1<sup>st</sup> 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. 2<sup>nd</sup> Address : Street name and Number (or. Post Box Number)**

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

**23. 2<sup>nd</sup> Address : Post Code**

- See number 10.

- Stored in Subscript 2.02 piece 3

#### **24. 2<sup>nd</sup> Address : Town/City**

- See number 11
- Stored in Subscript 2.02 piece 4

#### **25. 2<sup>nd</sup> 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. 1<sup>st</sup> 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**

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