

Replacing Patron Barcodes

To replace a patron barcode, if you don't already have the patron's record open, you can search for it using the patron search option from the search menu or splash page. Once you have the patron's record open, you can click on the Edit option to get to the **Patron Edit** screen.

Click on the **Replace Barcode** button and scan the new barcode into the box. If the **OPAC/Staff Client User Name** is still the barcode, you should also replace the old barcode with the new one.



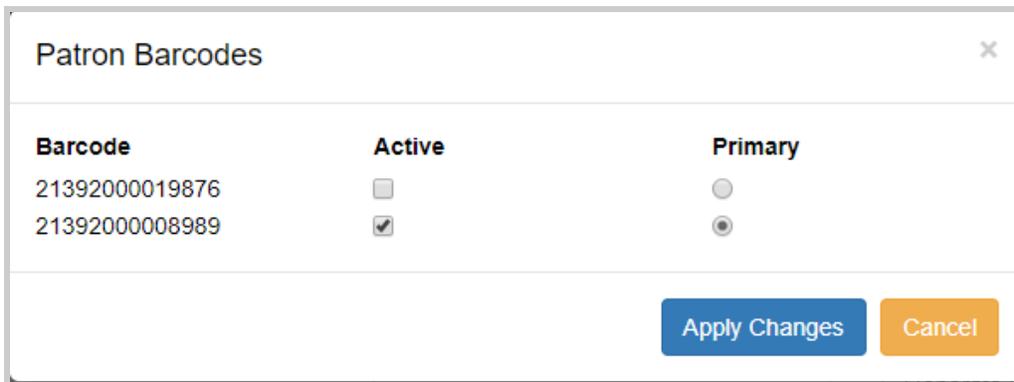
Check Out Items Out (0) Holds (0 / 1) Bills (\$0.00) Messages **Edit** Other ▾

Show: [Required Fields](#) [Suggested Fields](#) [All Fields](#)

Patron Edit

Barcode	<input type="text" value="21392000019876"/>	<input type="button" value="Replace Barcode"/>	<input type="button" value="See All"/>
OPAC/Staff Client User Name	<input type="text" value="21392000019876"/>		
Password	<input type="text"/>	<input type="button" value="Generate Password"/>	

The new barcode will be set to be both the **Active** and **Primary** barcode. You can see all the barcodes that have been used for this patron record by clicking on the **See All** button.



Patron Barcodes ×

Barcode	Active	Primary
21392000019876	<input type="checkbox"/>	<input type="radio"/>
21392000008989	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>

Click the **Save** button.

If a lost card is scanned, there is an alert sound, and under Display Alerts and Messages you will see the message **Patron account retrieved with an INACTIVE card**. Patrons should only have one barcode marked **Active** and **Primary**. It's a good idea to verify the patron's identity when this happens, in case the original card was replaced because it was lost or stolen. If the patron has now found that card and wants to use it rather than the other, click on **See All** and mark the current card as **Active** and **Primary**.

Click the **Save** button.