Workflows Tip of the Week

Module: Circulation

Summary: Why names with suffixes do not printed properly on mailed notices.

Note: If names are going to be sorted correctly in a search results list, we sacrifice the way they appear on the printed notices.

Instructions:

When registering a new patron, or modifying, under the basic tab, enter the first, middle and last names in the appropriate fields.

The suffix should follow the middle name, not go into the Suffix field.

Keyword search results

Using the suffix field, sorts the name as if the suffix is part of the last name. When put in the middle name field, the suffix is basically ignored, since it's all the way at the end of the name field.

If we were to do a browse search, the sort would group all the Smith Jr. names together and we wouldn't see the Smith Roberts unless we scrolled way down on the list.

*Since not all libraries require barcodes from patrons, finding the correct patron is more important than the way the name prints on the notices.

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