

## Z304 – PATRON'S ADDRESS

This table contains patrons' address record/s.

The patron record (Z303) can have multiple address types, and within each type can have multiple addresses (for different periods). The Z304-ADDRESS-TYPE is an uncontrolled field that is used to differentiate between different types of addresses. The system uses type "02" as the mailing address.

A default Z304 record is created automatically by the system when the patron's record (Z303) is created. This default Z304 record is valid for a month from the date the Z303 record is created. The Z304-ADDRESS-TYPE of the default Z304 record is set to 01 (permanent address) and it is created with the Z303-NAME in the first line of the address.

Depending on setup, the system uses one of two methods to determine the "current" mailing address: either the Z304-DATE-FROM and Z304-DATE-TO fields, or validity period on a system-wide basis. In the second case, the Z304-DATE-FROM and Z304-DATE-TO fields are irrelevant. This system-wide option is set in the tab/tab\_bor\_address table of the administrative library. If the lines that define this option are present, the system-wide address conventions are in effect.

Note that the two methods cannot be used together.

If the address period is defined in the tab\_bor\_address:

1. When the patron updates his address record using the Web form (www\_a\_eng/bor-update), the current record will be updated. If there is no current record, the record that suits the immediately preceding line in tab\_bor\_address will be updated (only one line up).
2. In the same manner, when the system searches for the appropriate patron record for printed products, if there is no record with the address type expected according to the time period in tab\_bor\_address, the system takes the record that has the type registered in the previous line in tab\_bor\_address, and duplicates it, assigning the expected address type.

If the address period is NOT defined in tab\_bor\_address:

1. Updating the address in the Web OPAC (using the Update Patron Address form (www\_a\_eng/bor-update) changes the last record.
2. When the system determines which address record to use, if there is more than one record with relevant valid from-to dates, the system chooses the record type 02 with the highest sequence number. Remember, when sending notices to the patron, the system first searches for an address of type "02" where the

date of the notice falls within the valid from-to period. If the system does not find a suitable 02 address, the system then searches for a suitable 01 address. If no address is found, no address is printed.

Note that when the Z304-DATE-FROM and Z304-DATE-TO fields are used to determine the current address, if they are set to 00000000, no address is printed.

The Z304 table must be included in the file\_list of the library defined for the usr\_library variable of the aleph\_start file.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with leading spaces, all numeric fields are right-aligned (with leading zeroes, where relevant). Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V.

02	Z304-REC-KEY.	
03	Z304-ID	PICTURE X(12).
03	Z304-SEQUENCE	PICTURE 9(2).
02	Z304-ADDRESS OCCURS 5	PICTURE X(50).
02	Z304-ZIP	PICTURE X(9).
02	Z304-EMAIL-ADDRESS	PICTURE X(60).
02	Z304-TELEPHONE	PICTURE X(30).
02	Z304-DATE-FROM	PICTURE 9(8).
02	Z304-DATE-TO	PICTURE 9(8).
02	Z304-ADDRESS-TYPE	PICTURE 9(2).
02	Z304-TELEPHONE-2	PICTURE X(30).
02	Z304-TELEPHONE-3	PICTURE X(30).
02	Z304-TELEPHONE-4	PICTURE X(30).
02	Z304-SMS-NUMBER	PICTURE X(30)
02	Z304-UPDATE-DATE	PICTURE 9(8).
02	Z304-CAT-NAME	PICTURE X(10).

<b>Z304-REC-KEY</b>			
Z304-ID	M	X(12)	<b>DESC:</b> Patron's identification key in the system. This is the link to the Z303 record. <b>CONV:</b> Must be a valid Z303-ID.
Z304-SEQUENCE	M	9(2)	<b>DESC:</b> Sequence number of the address per patron. <b>CONV:</b> Start with 01 and increment by 1 for each address record attached to the same Z304-ID.
Z304-ADDRESS OCCURS 5	M	X(50)	<b>DESC:</b> Address of the patron. If the address is used for correspondence, note that the entire address must be included here. <b>CONV:</b> The address consists of 5 lines of 50 characters each. The first line should be the name of the patron. The address should include the ZIP number.
Z304-ZIP	O	X(9)	<b>DESC:</b> Zip code of patron. This field is not printed on correspondence but can be used for reports. <b>CONV:</b> Blank or relevant zip code.
Z304-EMAIL-ADDRESS	O	X(60)	<b>DESC:</b> Electronic mail address of the patron for correspondence via e-mail. <b>CONV:</b> Blank or relevant e-mail.
Z304-TELEPHONE	O	X(30)	<b>DESC:</b> Telephone number of the patron. <b>CONV:</b> Blank or relevant telephone.
Z304-DATE-FROM	M	9(8) Format: YYYYMMDD	<b>DESC:</b> Date "from" which the address is in effect. Irrelevant if the system-wide option is set in the /tab/tab_bor_address table of the administrative library. <b>CONV:</b> Conversion's date or relevant date. If patron has only one mailing address enter zeroes.
Z304-DATE-TO	M	9(8) Format: YYYYMMDD	<b>DESC:</b> Date "to" which the address is in effect. Irrelevant if the system-wide option is set in the /tab/tab_bor_address table of the administrative library. <b>CONV:</b> Relevant date, or some future date (e.g. end of school year), or zeroes.
Z304-ADDRESS-TYPE	M	9(2)	<b>DESC:</b> Type of address. Values are: <b>01</b> = Permanent address <b>02</b> = Mailing address

			<b>nm = Other</b> <b>CONV:</b> Enter relevant type.
Z304-TELEPHONE-2	O	X(30)	<b>DESC:</b> Additional telephone number of the patron. <b>CONV:</b> Blank or relevant telephone.
Z304-TELEPHONE-3	O	X(30)	<b>DESC:</b> As Z304-TELEPHONE-2.
Z304-TELEPHONE-4	O	X(30)	<b>DESC:</b> As Z304-TELEPHONE-2.
Z304-SMS-NUMBER	O	X(30)	<b>DESC:</b> Phone no. to which a SMS message can be sent.. (This is a field for future use). <b>CONV:</b> Add the field with blanks
Z304-UPDATE-DATE	M	9(8)	<b>DESC:</b> Date the address record was last updated. <b>CONV:</b> Relevant date or zeroes.
Z304-CAT-NAME	O	X(10)	<b>DESC:</b> User name of the librarian that last updated the address record. <b>CONV:</b> Relevant name or “CONV” or blank.