

Z305 – PATRON’S LOCAL INFORMATION

This table contains “local” information that represents the patron in his capacity as a patron of a specific sublibrary. Most of the information on the Z305 record is information that affects his ability to perform circulation transactions in the library.

Z305 is an unusual record in that it can be found in two libraries. Most of the Z305 records are found in ADM libraries. However, Z305 records whose Z305-SUB-LIBRARY field is ALEPH are stored in the usr_library.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with trailing spaces; all numeric fields are right-aligned with leading zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

02	Z305-REC-KEY	
03	Z305-ID	PICTURE X(12).
03	Z305-SUB-LIBRARY	PICTURE X(5).
02	Z305-OPEN-DATE	PICTURE 9(8).
02	Z305-UPDATE-DATE	PICTURE 9(8).
02	Z305-BOR-TYPE	PICTURE X(2).
02	Z305-BOR-STATUS	PICTURE X(2).
02	Z305-REGISTRATION-DATE	PICTURE 9(8).
02	Z305-EXPIRY-DATE	PICTURE 9(8).
02	Z305-NOTE	PICTURE X(80).
02	Z305-LOAN-PERMISSION	PICTURE X(1).
02	Z305-PHOTO-PERMISSION	PICTURE X(1).
02	Z305-OVER-PERMISSION	PICTURE X(1).
02	Z305-MULTI-HOLD	PICTURE X(1).
02	Z305-LOAN-CHECK	PICTURE X(1).
02	Z305-HOLD-PERMISSION	PICTURE X(1).
02	Z305-RENEW-PERMISSION	PICTURE X(1).
02	Z305-RR-PERMISSION	PICTURE X(1).
02	Z305-IGNORE-LATE-RETURN	PICTURE X(1).
02	Z305-LAST-ACTIVITY-DATE	PICTURE 9(8).
02	Z305-PHOTO-CHARGE	PICTURE X(1).
02	Z305-NO-LOAN	PICTURE 9(4).
02	Z305-NO-HOLD	PICTURE 9(4).
02	Z305-NO-PHOTO	PICTURE 9(4).
02	Z305-NO-CASH	PICTURE 9(4).
02	Z305-CASH-LIMIT	PICTURE 9(8)V99.
02	Z305-CREDIT-DEBIT	PICTURE X(1).

02 Z305-SUM	PICTURE 9(8)V99.
02 Z305-DELINQ-1	PICTURE 9(2).
02 Z305-DELINQ-N-1	PICTURE X(200).
02 Z305-DELINQ-1-UPDATE-DATE	PICTURE 9(8).
02 Z305-DELINQ-1-CAT-NAME	PICTURE X(10).
02 Z305-DELINQ-2	PICTURE 9(2).
02 Z305-DELINQ-N-2	PICTURE X(200).
02 Z305-DELINQ-2-UPDATE-DATE	PICTURE 9(8).
02 Z305-DELINQ-2-CAT-NAME	PICTURE X(10).
02 Z305-DELINQ-3	PICTURE 9(2).
02 Z305-DELINQ-N-3	PICTURE X(200).
02 Z305-DELINQ-3-UPDATE-DATE	PICTURE 9(8).
02 Z305-DELINQ-3-CAT-NAME	PICTURE X(10).
02 Z305-FIELD-1	PICTURE X(200).
02 Z305-FIELD-2	PICTURE X(200).
02 Z305-FIELD-3	PICTURE X(200).
02 Z305-HOLD-ON-SHELF	PICTURE X(1).
02 Z305-END-BLOCK-DATE	PICTURE 9(8).
02 z305-BOOKING-PERMISSION	PICTURE X(1).
02 z305-BOOKING-IGNORE-HOURS	PICTURE X(1).
02 Z305-RUSH-CAT-REQUEST	PICTURE X(1).

Z305-REC-KEY			
Z305-ID	M	X(12)	DESC: Patron's identification key. Link to Z303 (patron's global record). CONV: Must match a valid Z303-ID.
Z305-SUB-LIBRARY	M	X(5) Upper case	DESC: ALEPH (global patron) or sublibrary/ADM library for which the patron is registered with the privileges assigned in this record. CONV: Relevant ADM/sublibrary. It must be defined in the tab_sub_library table (UTIL Y/4) of the alephe/tab directory.
Z305-OPEN-DATE	M	9(8) Format: YYYYMMDD	DESC: Open date of record. CONV: Conversion date or relevant date.
Z305-UPDATE-DATE	M	9(8) Format: YYYYMMDD	DESC: Update date of the record. CONV: Conversion date or relevant date.
Z305-BOR-TYPE	O	X(2)	DESC: Borrower type. The library can create internal borrower types of 2 alphanumeric characters. This field is in addition to the borrower status. Borrower types are defined in \$data_tab/pc_tab_exp_field.eng. CONV: Blank or relevant type.
Z305-BOR-STATUS	M	X(2)	DESC: Status of the borrower for loan purposes. If a particular characteristic does not enter into the loan-period decision but is wanted for statistical purposes, then include it in the Z305-BOR-TYPE field. Values are from 01 to 99. CONV: Put relevant status or default 01. Note that only numeric values should be used.
Z305-REGISTRATION-DATE	M	9(8) Format: YYYYDDMM	DESC: The date on which the patron registered in the library. CONV: In conversion enter zeros
Z305-EXPIRY-DATE	M	9(8) Format: YYYYDDMM	DESC: This field defines the date when the patron record is no longer active and should be renewed. CONV: Put relevant date or default expiry date. The default expiry date is defined in the library's \$data_tab/tab31 table. When the borrower registers himself via the OPAC as a new borrower,

			the expiry date is set automatically according to the value of the M_ADD_TO_EXPIRATION parameter defined in the bor-new file of the \$alephe_root/www_f_eng directory.
Z305-NOTE	O	X(80) Free text	DESC: Free text note. CONV: Blank or relevant note.
Z305-LOAN-PERMISSION	M	X(1)	DESC: Determines whether or not the patron may loan items. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 - column3.
Z305-PHOTO-PERMISSION	M	X(1)	DESC: Determines whether or not the patron may place photocopy requests. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 - column 4.
Z305-OVER-PERMISSION	M	X(1)	DESC: Determines whether or not the patron's blocks may be overridden for loan purposes. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 - column 5.
Z305-MULTI-HOLD	M	X(1)	DESC: Determines whether or not the patron may place more than one hold request for the same item. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 - column 6.
Z305-LOAN-CHECK	M	X(1)	DESC: Determines whether or not the system should check for blocks when a patron borrows an item. Values are: Y = Yes N = No CONV: According to library's policy.

			Default values are defined in \$data_tab/tab31 – column 7.
Z305-HOLD-PERMISSION	M	X(1)	DESC: Determines whether or not the patron may put a hold request on material that is currently checked out of the library. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 – column 8.
Z305-RENEW-PERMISSION	M	X(1)	DESC: Determines whether or not the borrower may renew a loan (if he has no blocks that would otherwise prevent him). Note that an item may not be renewed if there is a hold request for it. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 – column 9.
Z305-RR-PERMISSION	M	X(1)	DESC: Determines whether or not the borrower has permission to request items for pickup in a Reading Room sublibrary and/or whether or not he will be issued the item on loan at a Reading Room loan station. Values are: Y = Yes N = No CONV: According to library's policy, select a default value. Default values are defined in \$data_tab/tab31 - column 18.
Z305-IGNORE-LATE-RETURN	M	X(1)	DESC: Determines whether or not the borrower will receive a fine for returning material late. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 – column 10.
Z305-LAST-ACTIVITY-DATE	M	9(8) Format: YYYYMMDD	DESC: Last date of loan/return. CONV: In conversion enter zeros.
Z305-PHOTO-CHARGE	M	X(1)	DESC: Indicates whether or not the

			patron is to be charged for a photocopy. Values are: C = Charge F = Free CONV: Use "C" as default or check library's policy. Default are defined in \$data_tab/tab31 – column 11.
Z305-NO-LOAN	M	9(4)	DESC: Number of active loans. CONV: The value for this field (number of active loans) is dynamically calculated and filled in from the Z36 (loan) records. Note that the value physically stored in the record is not accurate and should not be used for SQL reports, and so on. During conversion leave blank.
Z305-NO-HOLD	M	9(4)	DESC: Number of active hold requests. CONV: The value for this field (number of active holds) is dynamically calculated and filled in from the Z37 (hold request) records. The value physically stored in the record is not accurate and should not be used for SQL reports, and so on. During conversion leave blank.
Z305-NO-PHOTO	M	9(4)	DESC: Number of active photocopy requests. CONV: The value for this field (number of active photocopy requests) is dynamically calculated and filled in from the Z38 (photocopy request) records. The value physically stored in the record is not accurate and should not be used for SQL reports, and so on. During conversion leave blank.
Z305-NO-CASH	M	9(4)	DESC: Number of cash transactions. CONV: The value for this field (number of cash transactions) is dynamically calculated and filled in from the Z31 (cash) records. The value physically stored in the record is not accurate and should not be used for SQL reports, and so on. During conversion leave blank.
Z305-CASH-LIMIT	M	9(8)V99	DESC: The cash limit is the maximum amount of money that the borrower may owe before being prevented from borrowing additional items. Once this limit is reached, if the borrower attempts to borrow an item, the system will "trap"

			the borrower and send an alert to the librarian. CONV: Put zeros or relevant number. Default values are defined in \$data_tab/tab31 – column 15.
Z305-CREDIT-DEBIT	O	X(1)	DESC: This field is automatically filled by the system and it indicates whether or not the borrower owns money to the library. Values are: C = Credit D = Debit CONV: Blank.
Z305-SUM		9(8)V99	DESC: This field contains the total amount of money that the borrower currently owes. CONV: The value for this field (the total amount of money that the borrower currently owes) is dynamically calculated and filled in from the Z31 (cash) records. The value physically stored in the record is not accurate and should not be used for SQL reports, and so on. For conversion purposes, enter zeroes.
Z305-DELINQ-1	M	9(2)	DESC: 1 st block code. A borrower may have his privileges denied by adding to his record a block code. Block codes and restrictions are defined in the library's tab/tab_delinq.lng table. CONV: Enter relevant code or 00.
Z305-DELINQ-N-1	O	X(200)	DESC: Free text note. This note will be displayed along with the block code (Z305-DELINQ-1). If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. CONV: Relevant note or blank.
Z305-DELINQ-1-UPDATE-DATE	M	9(8)	DESC: Date the block was last updated. CONV: Relevant dates or zeroes.
Z305-DELINQ-1-CAT-NAME			DESC: User name of the librarian that last updated the block (Z305-DELINQ-1 and Z305-DELINQ-N-1). This field is filled automatically by the system. CONV: Relevant name or "CONVERSION" or blank.
Z305-DELINQ-2	M	9(2)	DESC: 2 nd block code. A borrower may have his privileges denied by adding to

			his record a block code. Codes and actions are defined in \$data_tab/tab_delinq.eng. CONV: Enter relevant code or 00.
Z305-DELINQ-N-2	O	X(200)	DESC: Free text note. This note will be displayed along with the block code (Z305-DELINQ-2). If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. CONV: Relevant note or blank.
Z305-DELINQ-2-UPDATE-DATE			DESC: Date the block was last updated. CONV: Relevant dates or zeroes.
Z305-DELINQ-2-CAT-NAME			DESC: User name of the librarian that last updated the block (Z305-DELINQ-2 and Z305-DELINQ-N-2). This field is filled automatically by the system. CONV: Relevant name or "CONVERSION" or blank.
Z305-DELINQ-3	M	9(2)	DESC: 3 rd block code. A borrower may have his privileges denied by adding to his record a block code. Codes and actions are defined in \$data_tab/tab_delinq.eng. CONV: Enter relevant code or 00.
Z305-DELINQ-N-3	O	X(200)	DESC: Free text note. This note will be displayed along with the block code (Z305-DELINQ-3). If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. CONV: Relevant note or blank.
Z305-DELINQ-3-UPDATE-DATE			DESC: Date the block was last updated. CONV: Relevant dates or zeroes.
Z305-DELINQ-3-CAT-NAME			DESC: User name of the librarian that last updated the block (Z305-DELINQ-3 and Z305-DELINQ-N-3). This field is filled automatically by the system. CONV: Relevant name or "CONVERSION" or blank.
Z305-FIELD-1	O	X(200)	DESC: Free text note. CONV: Relevant string or blank.
Z305-FIELD-2	O	X(200)	DESC: Free text note. CONV: Relevant string or blank.
Z305-FIELD-3	O	X(200)	DESC: Free text note. CONV: Relevant string or blank.
Z305-HOLD-ON-SHELF	M	X(1)	DESC: Determines whether or not the

			<p>borrower may place a hold request on an item that is available on an open stack (that is, the item is not checked out). Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 – column 16.</p>
Z305-END-BLOCK-DATE	O	9(8) Format: YYYYMMDD	<p>DESC: Block date. Date until which the patron is blocked from borrowing items. CONV: Blank or relevant date.</p>
Z305-BOOKING-PERMISSION	M	X(1)	<p>DESC: Determines whether or not the borrower has permission for booking an item. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 – column 20.</p>
Z305-BOOKING-IGNORE-HOURS	M	X(1)	<p>DESC: For each booked item there is a defined time period within which the item cannot be loaned by another person even if the one who has originally booked it does not come to take it (BOOKING-RELEASE-TIME in tab100). If, for example, this time period is set to 15 minutes and the person who has booked the item does not come to take it on time, the librarian has to wait 15 minutes till he can give this item to someone else. The Z305-BOOKING-IGNORE-HOURS parameter defines whether or not the item can be loaned to someone other than the person who has originally booked it. If set to Y, the item cannot be loaned by anyone even if the person who has originally booked it does not come at all. This parameter is relevant only when the item is booked for the time period between the closing hour of the library and its opening hour the next day. Values are: Y = Yes N = No</p>

			CONV: According to library's policy. Default values are defined in \$data_tab/tab31 – column 21.
Z305-RUSH-CAT-REQUEST	M	X(1)	DESC: Determines whether or not the borrower has permission to place a Rush Cataloging Request. Values are: Y = Yes N = No CONV: According to library's policy. Default values are defined in \$data_tab/tab31 – column 23.