

When you find duplicate patron registrations in SHARE, you will want to follow these steps to merge those records.

Find the primary patron record (Surviving record) and open their **Patron Registration** window. Click on **Tools, Merge with Patron** on the Shortcut Bar.

E Pa	atron	Regis	tration	- 866	959 - Addresses -	Polari	s				
File	Edit	View	Links	Tools	Help						
				Place Hold		Ctrl+	H EQ				
				Mer	ine with Patron	Curn					
2	Ę	B	arcod	Add	to Record Set		•			Registered	
ti	5	Las	t name	Add	to Route List					Patron co	
n 1	3	First name		Ren	nove from Route List						
gist		Middle name Title		Add to Course Reserve				[
				Pos	t Message	,					
ΔG		Addresses, Phone Numbers									
		Туре			Street One		Street Two		City		
1	ŧ	Home		2345 W. Pershing Rd				DECATUR			
C]										

The Patron Merge dialog box appears showing the Primary record information on the left side with a heading in green.

Patron Merge	×
Primary record	Secondary record (to be deleted)
Jim Butcher 2345 W. Pershing Rd DECATUR, IL	
Patron name: Jim Butcher	
Patron barcode: 21180000180344	
Patron code: Resident-Adult	
Registered branch: Illinois Heartland Library System	
Address: 2345 W. Pershing Rd	
DECATUR, IL 62526	
Birth date: 4/25/1987	
Expiration date: 4/25/2016	
Phone 1: 217-423-5678	
Email address:	
Notification option: Mailing Address	
Acct charges: \$0.00	
Acct credit: \$0.00	
Items out: 0	
Total overdue: 0	Select record to delete Open record
Merge	Cancel Help

Click on **Select record to delete** on the Right/Red side of the window. The **Find Tool** window opens. Search for the appropriate record. Double-click on the secondary patron record to add it to the **Patron Merge** dialog box.

I	atron Merge				×					
Ĺ	Primary record		Secondary record (to be deleted)							
·	Jim Butcher 2345 W. Pershing Ro	DECATUR, IL		Jim Butcher R.R. 10 BEARSDALE, IL						
	Patron name:	Jim Butcher		Patron name: Jim Butcher	_					
	Patron barcode:	21180000180344		Patron barcode: 21180000180567						
1	Patron code:	Resident-Adult		Patron code: Non-Resident-Senior	n					
	Registered branch:	Illinois Heartland Library System		Registered branch: Illinois Heartland Library System						
	Address:	2345 W. Pershing Rd		Address: R.R. 10						
I		DECATUR, IL 62526		BEARSDALE, IL 62526						
Ш	Birth date:	4/25/1987		Birth date: 4/25/1987						
I	Expiration date:	4/25/2016		Expiration date: 4/25/2016						
I	Phone 1:	217-423-5678		Phone 1: 217-455-5656						
	Email address:			Email address: —	1					
	Notification option:	Mailing Address		Notification option: Mailing Address						
1	Acct charges:	\$0.00		Acct charges: \$0.00						
	Acct credit:	\$0.00		Acct credit: \$0.00	.					
1	Items out:	0		Items out: 0	1					
1	Total overdue:	0		Select record to delete Open record						
۰L	Claime/Loct:	0/0	Ŀ							
	Merge Cancel Help									
		/								

With both records on the screen, review the records to make sure they are correct. When you are sure, click the **Merge** button.

Again, you are given the opportunity to stop this process.



Once you click **OK**, the secondary record is deleted from the SHARE database and information from the secondary record is transferred to the primary record.