

Student borrower details can be generated quickly and easily from **edge** for export to MUSAC Library Manager in two ways – manually, and from MLM version 14.4.10, automated.

The screenshot shows the 'Borrower Update' dialog box in the Library Administration software. The title bar reads 'Library Administration - 14.4.10 - 12/11/2014 - [Borrower Framework]'. The menu bar includes 'Library', 'Windows', and 'Help'. The main content area is titled 'Borrower Update' and contains the following elements:

- A message: 'Borrower details can be updated from either MUSAC Student Manager or Edge.'
- An 'Update Options' section with a dropdown menu set to 'Edge'. A note states: 'Note: Non-pupil borrowers are not affected by an update.'
- Two radio button questions:
 - 'Have you used enrolment numbers for your borrower barcodes in library?' with 'No' selected.
 - 'Do you want to change the status of leavers to deletes?' with 'No' selected.
- 'Update Borrowers and Framework?' dropdown menu set to 'Both'.
- A checked checkbox: 'Prompt to set borrowing defaults after update'.
- Two radio button options:
 - 'Use a Borrower Update file' (unselected).
 - 'Retrieve the Borrower Details directly from edge' (selected).
- Input fields for:
 - 'edge User (Number or eMail)': 'librarianoruser@yourschool.school.nz'
 - 'edge User Password': '*****'
 - 'edge Borrower Update URL': 'https://staff.musac.school.nz/secure/mlm/getborrowers/xxxx'
- A 'Proxy Settings' button.
- Buttons at the bottom: 'Transfer from Library...' and 'Run Update'.

Exporting from edge - automated

If your school is using **edge**, you can update your borrowers online removing the requirement for a file to be imported into your computer to update the borrowers in your school.

Once the link is set up in Library Manager (from version 14.4.10 shown above), the updates can be directly retrieved.

Click Borrowers > SM/edge Borrower Update, and in the Update Options Section select **edge** from the dropdown, and because edge matches on student names, selecting "No" in both radio button selections for:

Have you used enrolment numbers...?, and
Do you want to change....? In Library Manager click Borrowers > SM/edge Borrower Update.

Initially Proxy settings will need to be set up, then click OK and run the update. For more, see our Classic video library page on musac.co.nz for "MLM updating borrowers from edge" video.

Exporting from edge - manually

Generate student details within **edge** (with Account Maintenance or Enrolment Officer responsibility) from the menu Setup > Import/Export > Library Borrower Upload page, in order to

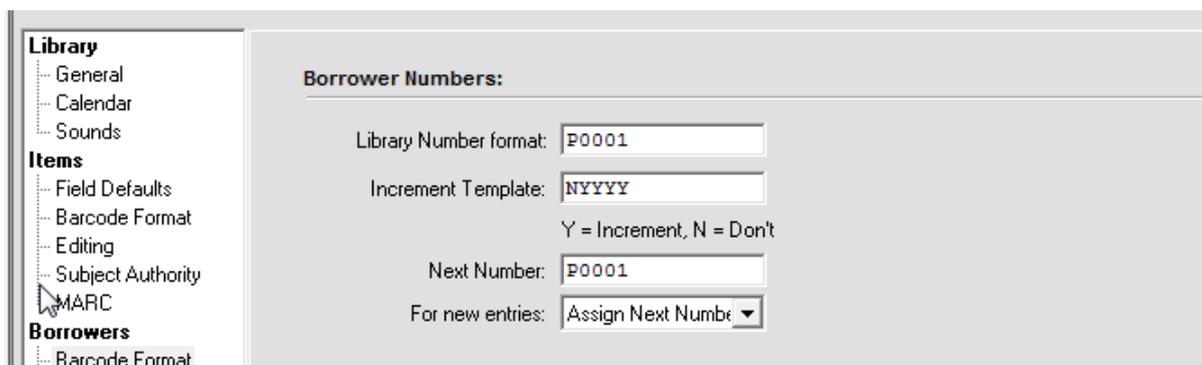
update borrower information. This can be imported to MUSAC Library Manager thereby avoiding duplication.

Notifications can be set in School Settings to send an email reminder for the generating of an **edge** library update whenever new students (borrowers) have joined your school.

The Student file and Configuration file must be saved into the MUSAC drive subfolder of MLM displayed on the Library Borrower Upload page, for MUSAC Library Manager to retrieve.

Configuring Library Manager if using enrolment numbers

Unless manually configured, **edge** does not use student enrolment numbers - and Library Manager needs to be configured to generate borrower numbers for new students. This can be done in Configuration > Configuration > Borrowers/Barcode format.



The screenshot shows the 'Borrower Numbers' configuration page in the Library Manager. On the left is a navigation menu with categories: Library (General, Calendar, Sounds), Items (Field Defaults, Barcode Format, Editing, Subject Authority, MARC), and Borrowers (Barcode Format). The main content area is titled 'Borrower Numbers:' and contains the following fields and options:

- Library Number format:
- Increment Template:
Y = Increment, N = Don't
- Next Number:
- For new entries: (dropdown menu)

Change the **For new entries:** to Assign Next Number. You can adjust the format and next number to be allocated if desired. This will ensure that new students brought across from **edge** will be allocated a new borrow number - and a barcode can be created.

Updating in Library Manager

Before updating Library Manager, save a backup of the data in case the students are not imported as expected.

In order for Library Manager to correctly match students already set up as borrowers, "**Have you used enrolment numbers for you borrower barcodes in library?**" is set to "No", in order to match the students and it is likely that each student's borrower records will be removed and recreated.

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