

C. ENTRY FORMAT FOR PATRON RECORDS

In order to simplify data entry and to facilitate data extraction, please use these **guidelines** and abbreviations when you are entering patron records:

1. Use all CAPITAL LETTERS when entering the patron name and address information.
2. Do not use any punctuation in the patron name and address fields
3. **In the First name field:** enter first name as it appears on the library card application (under "Name:"), AND patron's full middle name or initial if shown on ID or provided on application.
4. **In the Surname (Last name) field:** If the patron has a name suffix (Jr., Sr., III), enter the suffix after the last name in the Surname field. Example: **HOWELL III** (no period after the suffix and no comma after the last name).
 - a. For names with apostrophes—do not use the apostrophe and do not leave a space. Example: OMALLEY
 - b. For names that have St or Saint—do not use the period but do leave a space between the ST and the rest of the name (treat it as two last names). Example: ST ARNOLD
 - c. For names that may appear to have spaces between parts of the name—do not leave spaces in the database. Example: Van Der Wall becomes VANDERWAL in our database. (This will make it easier for the truncated holds slips as well)
 - d. For double last names—do not use a hyphen but do leave a space between the two names. Example: HILLS MEYER
5. In the **Other Name** field: **(use only if patron filled out the Name on Photo ID section of application and it differs from Surname and/or First name on the app):** enter the full name as it appears on the photo ID in the following format: first name, middle name or initial, last name.
6. If only a cell phone number is provided—put it in the **Phone (primary)** field (this way it appears on the left side of the cko screen).
7. Use the Common Postal Abbreviations listed below for street and directional designations. A full list of all USPS road abbreviations is also posted on our CODES webpage.
 incorrect format: 1234 SOUTH GRAND CANYON DRIVE
correct format: 1234 S GRAND CANYON DR

This is a short list of the common road abbreviations. For the entire list of USPS road abbreviations refer to the document "[Highway designation and road abbreviations](#)" posted on the ILS Support/Codes web page. Based on the US Postal Service and the US Census Bureau highway designations, the following are recommended for data entry in our database:

AVE	Avenue	MTN	Mountain	WAY	Way
BLVD	Boulevard	PKWY	Parkway	RM	Room
CTR	Center	PL	Place	STE	Suite
CIR	Circle	PLZ	Plaza	N	North
CT	Court	RDG	Ridge	E	East

DR	Driveway	RD	Road	S	South
EXPY	Expressway	SQ	Square	W	West
HTS	Heights	ST	Street	NE	Northeast
HWY	Highway	STN	Station	NW	Northwest
IS	Island	TER	Terrace	SE	Southeast
JCT	Junction	TRL	Trail	SW	Southwest
LK	Lake	TPKE	Turnpike		
LN	Lane	VLV	Valley		

HIGHWAY DESIGNATIONS
COUNTY RD
HWY
COUNTY HWY
STATE HWY
US HIGHWAY
Lettered highways are County highways or County roads. Numbered highways are US highways or State highways.

8. Use the # symbol to indicate the apartment, suite or trailer number.
incorrect format: 555 RIMROCK ROAD Apt. 15
correct format: 555 RIMROCK RD #15

9. Enter the number of the apartment on the same line as the street address if possible.
incorrect format: 1414 MOCKINGBIRD LANE
APT. 13
correct format: 1414 MOCKINGBIRD LN #13

10. You can choose the City, State from the pull-down menu or type it in (do not use a comma between the city and state). You may have to re-enter the ZIP code, if the city has multiple ZIP codes.