

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 a window titled "Library Administration - 14.4.10 - 12/11/2014 - [Borrower Framework]". Inside, there's a "Borrower Update" dialog box. At the top, it says "Borrower details can be updated from either MUSAC Student Manager or Edge." Below this is the "Update Options" section. It has a dropdown menu for "Update data from" set to "Edge". A note says "Note: Non-pupil borrowers are not affected by an update." There are two radio buttons for "Have you used enrolment numbers for your borrower barcodes in library?" (Yes and No, with "No" selected) and "Do you want to change the status of leavers to deletes?" (Yes and No, with "No" selected). There's a dropdown for "Update Borrowers and Framework?" set to "Both". A checkbox "Prompt to set borrowing defaults after update" is checked. Below these are two radio buttons: "Use a Borrower Update file" (unselected) and "Retrieve the Borrower Details directly from edge" (selected). Under the selected option, there are three text fields: "edge User (Number or eMail)" with the value "librarianoruser@yourschool.school.nz", "edge User Password" with masked characters "*****", and "edge Borrower Update URL" with the value "https://staff.musac.school.nz/secure/mlm/getborrowers/xxxx". To the right of these fields is a "Proxy Settings" button. At the bottom of the dialog are two buttons: "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 'Library Manager' configuration window. On the left is a sidebar with a tree view containing 'Library' (General, Calendar, Sounds), 'Items' (Field Defaults, Barcode Format, Editing, Subject Authority, MARC), and 'Borrowers' (Barcode Format). The 'Borrowers' section is selected. The main 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:

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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