

Seeing double (barcodes) on patrons and items?

February 28 2022

A student brings a book up to the counter to check out. When Miss Honey scans their student ID, an item comes up in Alexandria, instead of the patron. What? How did that happen? Well, if a patron *and* an item have the same barcode number, Alexandria defaults to the item. Has this ever happened to you?



While we recommend avoiding overlapping barcodes for patrons and items to prevent mistaken identity, the situation may still come up. Here's what to do if it does:

1. You can re-barcode the item. This is what we recommend, whenever possible.
 - Change the [barcode](#) in Items Management, and don't forget to print the new label.
 - Want to set a reminder to do it later? Use the shortcut **!!** followed by a message to re-barcode the copy which will pop up as an alert when the copy is bookdropped. Example: **!! re-barcode this copy**
2. For a quick fix, type a **P** before the patron barcode in circulation
 - For example, **P 31665**. This ensures the system sees it as a patron barcode.
 - You can also modify the patron barcode in Patron Management to include a P.
3. If you have a binder of barcodes grouped by homeroom to easily scan patrons when their class is in the library, you can add a **P** to the binder barcodes, which will then prioritize patrons.
 - **Tools > Reports > Patrons > Labels > Patron Barcode Labels**. On the Options tab, check **Add 'P' to Barcode**.

Bonus Tip

If you are printing off patron labels, instead of going one homeroom at a time, leave the selections alone, and under Options, choose to sort by Homeroom and check **"Page Break on Major Sort"** to print all the homerooms at once!

Categories
All Reports
Patrons
Information
Account
Labels
Forms
Reviews
Usage
Email
Titles
Copies
Circulation
Statistics / Usage
Charges / Payments
Holds
Inventory
Collection Analysis
Study Programs
Interlibrary Loans
Special
Legacy

Quick
Saved

Reports
Patron Barcode Labels (3x10)
Patron Labels (4x20)
Patron Mailing Labels (3x10)

Selections
Options

Sort by: Last Name
Labels to Skip: 0
Label Copies: 1

☒ Add 'P' to Barcode

First Last Name

Barcode Image

Barcode Number

Data: Empty
Size: Small (1 Row)
Justification: Center
Color:
Bold:

2 5/8"
Clear All Rows

Create Saved Report
Run

Selections
Options

Sort by: Homeroom
Labels to Skip: 0
Label Copies: 1

☒ Page Break on Major Sort
☒ Add 'P' to Barcode

First Last Name

Barcode Image

Barcode Number

Data: Empty
Size: Small (1 Row)
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Clear All Rows

Create Saved Report
Run



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