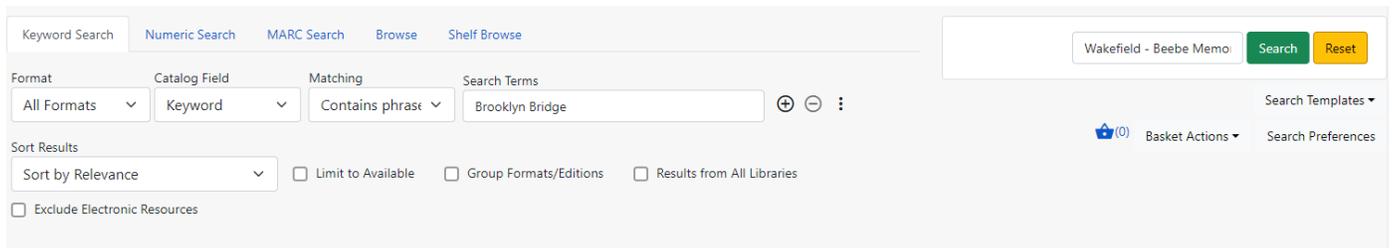


# Replacing a Patron Barcode

To replace a patron barcode, if you don't already have the patron's record open, you can search for it using the patron search option from the search menu or splash page. Once you have the patron's record open, you can click on the Edit option to get to the Patron Edit screen.

Click on the Replace Barcode button and scan the new barcode into the box. If the OPAC/Staff Client User Name is still the barcode, you should also replace the old barcode with the new one.



The screenshot shows the search interface with the following elements:

- Search tabs: Keyword Search (selected), Numeric Search, MARC Search, Browse, Shelf Browse
- Search bar: Wakefield - Beebe Memo, Search (green button), Reset (yellow button)
- Format: All Formats (dropdown)
- Catalog Field: Keyword (dropdown)
- Matching: Contains phrase (dropdown)
- Search Terms: Brooklyn Bridge
- Sort Results: Sort by Relevance (dropdown)
- Options:  Limit to Available,  Group Formats/Editions,  Results from All Libraries
- Exclude Electronic Resources:
- Additional options: Search Templates (dropdown), Basket Actions (dropdown), Search Preferences

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