Merge borrowers

Learn how to merge the history and circulation from one borrower to another in Amlib. If two borrowers exist on the system, which are the same borrower, it is possible to merge the history and circulation from one borrower to another. The financial balance is also recalculated.

1. In Amlib navigate to **Main > Borrowers > Borrower**
2. Select **Borrower > Borrower**
3. Search for the Borrower who has the incorrect details
4. From the Borrower menu, select Merge Borrower
5. Search for the Borrower with the correct details

https://help.oclc.org/Library_Management/Amlib/Borrower/Merge_borrowers

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6. From the Borrower menu, select Merge Borrower

A message will appear. Read this carefully to ensure that you have the details correct as the first selected borrower will always be deleted.

7. A confirmation message will then display.
8. If the first borrower owed money, these financials will be added to the balance of the second borrower, and all the history and circulation (issues, reservations etc.) will also be moved across.