Alexandria Command Barcodes

Use these barcodes to quickly enter circulation commands with a scanner.

Clear Transaction Log   Command Code: Z

Clears the transaction log.

Clear Current Patron/Item   Command Code: X

Used to make a patron or item current without any other circulation activity. If no barcode is specified, this command clears the current patron and item display as well as the override date.

Clear Override Date   Command Code: .

Clears the override date and places the program in Check In/Out mode.

Display Patron Details   Command Code: Q

Displays patron details for the specified patron. If no barcode is given, the current patron is selected.

Display Patron Notes   Command Code: +

Opens the patron notes.

Display Copy List   Command Code: Q%

Displays the copy list for the specified item.

Alexandria Command Barcodes

Display Item Notes   Command Code: ++

Opens the item notes.

Issue Routing Slip   Command Code: M

This command will issue a routing slip for any item in the collection.

Locate Patron by Name   Command Code: L

Used to locate a patron by last name. You can specify as much of the name as you know and Alexandria will display a list of names close to the name you specified.

Locate Item by Title   Command Code: T

Used to locate an item by its title. When an item is located, the first copy is made the current item.

Locate Item by Call Number   Command Code: C

Used to locate an item by its call number. When an item is located, the first copy is made the current item.

Print Current Patron Details   Command Code: QP

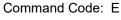Prints Patron Details for the specified patron. If no barcode is given, the current patron is selected.

Alexandria Command Barcodes

Print Current Item Copy List   Command Code: QP%
Prints the copy list for the specified item.

Receive Subscription   Command Code: E
Lets you record that a subscription has been received.

Record Discarded Item   Command Code: 2
Record an item as discarded by checking it out to the Discarded Item patron.

Record Lost Item   Command Code: 1
Record an item as lost by checking it out to the Lost Copies patron.

Renew All Patron Items   Command Code: RA
Renew all copies checked out to the indicated patron.

Set Bookdrop Mode   Command Code: B
Starts Bookdrop mode. During bookdrop, all item barcodes scanned are checked in if they are checked out; if they are not checked out, they are inventoried.

Alexandria Command Barcodes

Set Check Out Mode   Command Code: ..

Sets check in/check out mode without clearing override dates.

Set Hold Request Mode   Command Code: H

Places a hold request on a particular title. The first available copy is assigned to the next patron in the hold request queue.

Set Inventory Mode   Command Code: I

Starts Inventory mode with today's date.

Set Inventory Bookdrop Mode   Command Code: IB

Starts Inventory Bookdrop mode with today's date. This mode also changes every scanned copy's status to Available.

Set Reserve Request Mode   Command Code: J

Used to place a specific copy on reserve. Items on reserve can't be used by other patrons. To remove a reserve, use the Reserves list; you cannot bookdrop reserved items.

Set Renewal Mode   Command Code: R

Renew a currently checked out item. If the item isn't checked out, this command does nothing. If you enter 'R' without a copy barcode, then you will enter Renewal mode. To exit Renewal mode and return to Check In/Check Out mode, enter the '.' command.

Alexandria Command Barcodes

Set Statistics Mode   Command Code: Y

Used for recording that items have been 'checked out' without actually checking them out. This is useful if you want to record that items in the library have been used.