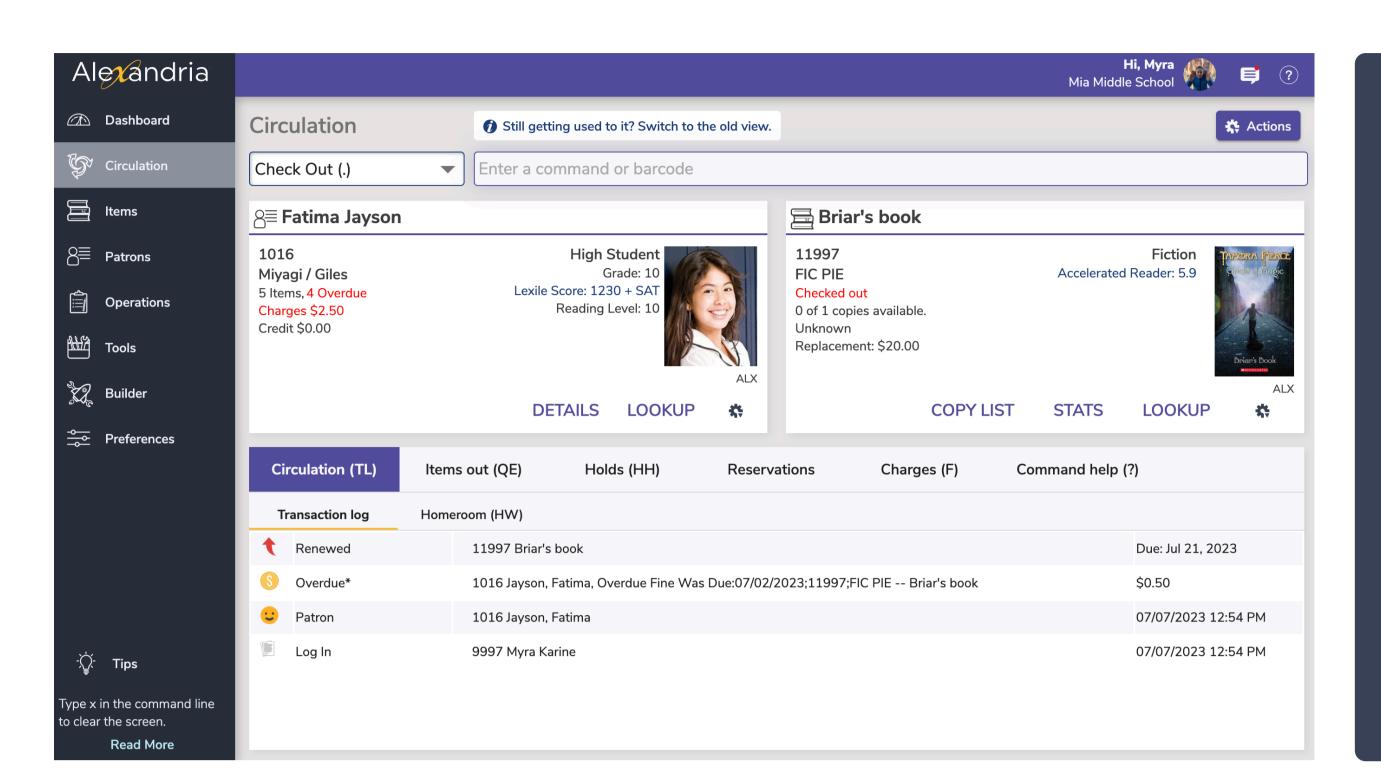# WELCOME TO

Ale*x*andria®

LIBRARIAN

Circulation

Do anything and get anywhere with one command or in a few clicks! View Details, items out, holds, charges, and more, and access other areas from the sidenav on the left.

The most powerful part of Circulation is the Command Line at the top. Enter commands for check outs, renewals, fines, holds, etc, plus change copy location, add subjects, look up items, look up patrons, and more. Check the *Command help tab* to learn these commands.

Try it now: enter a patron barcode, enter H for Hold mode, and enter an item barcode. You've placed a hold!
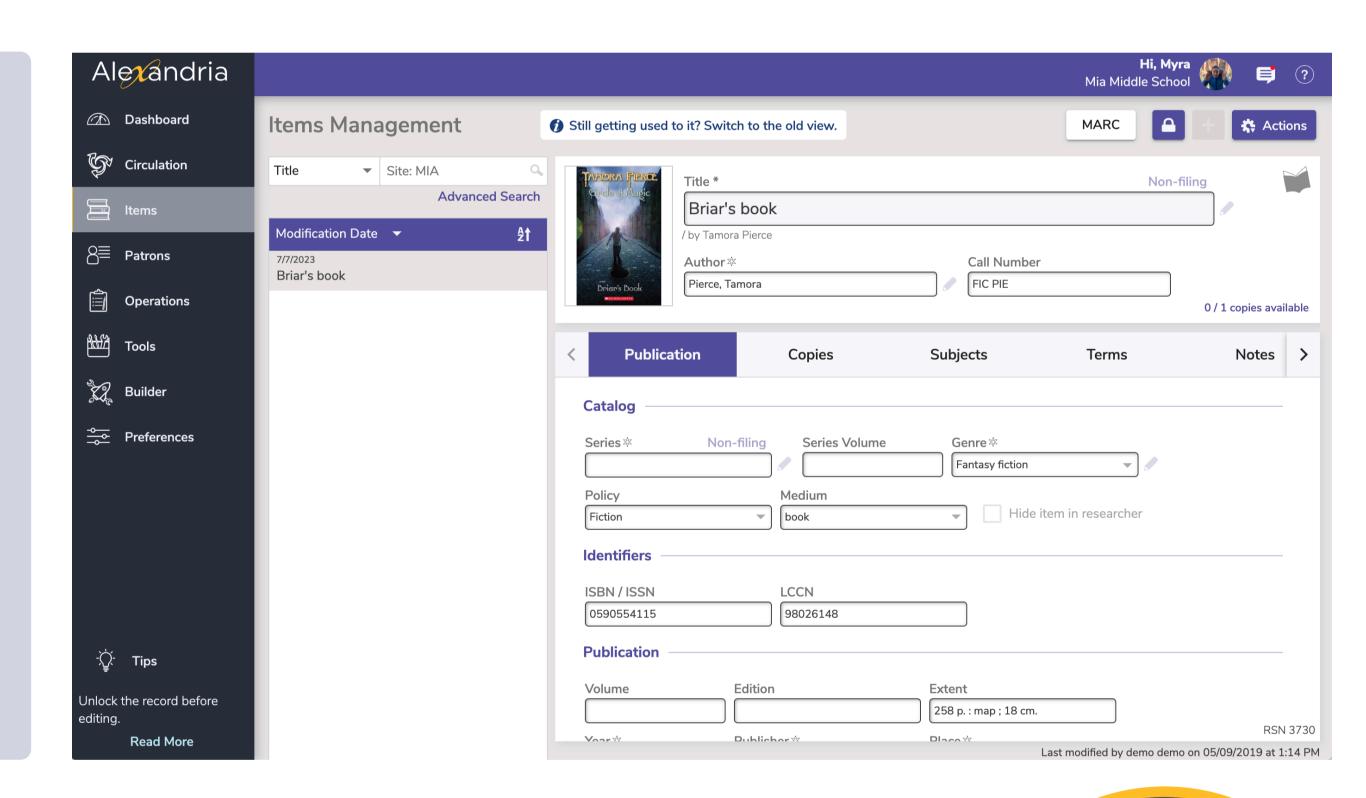
Try this too: Return to Check Out mode with period (.) enter. Use **L {patron name}** to find a patron, use **T {title}** to find a title; now type equal (**=**), and it performs the set mode on the current item for the current patron—in this case, checking it out!
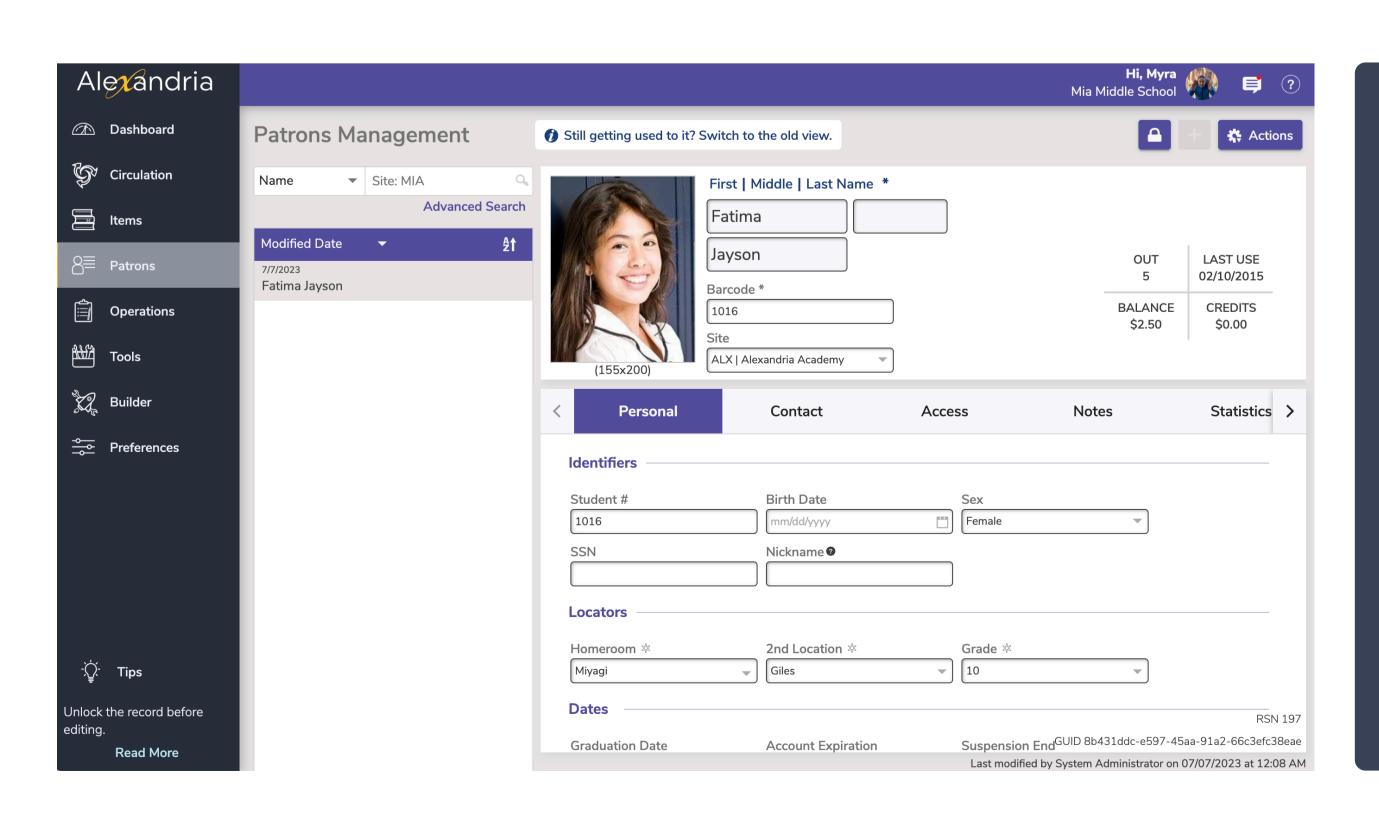
Items

It's easy and fast to add an item in Alexandria using Title Assistant, which searches for MARC records that already exist in the library world.

- Open Item Management.
- Click on the add (+) icon.
- Pick up your scanner.
- Scan that barcode!
- Add that item.

Titles vs Copies? The Title information is the MARC record, the information about the book (publication, subjects, reading program, etc.), while the Copy information pertains to each particular physical copy of the book (location, copy condition, etc.).

Patrons

Import patron records through the Tools > Import module (and you can set up automatic imports), or add records manually using the plus icon.

Each patron in Alexandria is part of what is called a Security Group, where each type of patron can have different levels of access to Alexandria. This means you can allow some patrons to change their email or password, or to place holds, and not allow others.

Go to Tools > Security to manage your security groups, and change patrons' security level in each record or all at once using Operations > Utilities.

For more information, videos, weekly tips, and best practices go to **support.companioncorp.com**

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