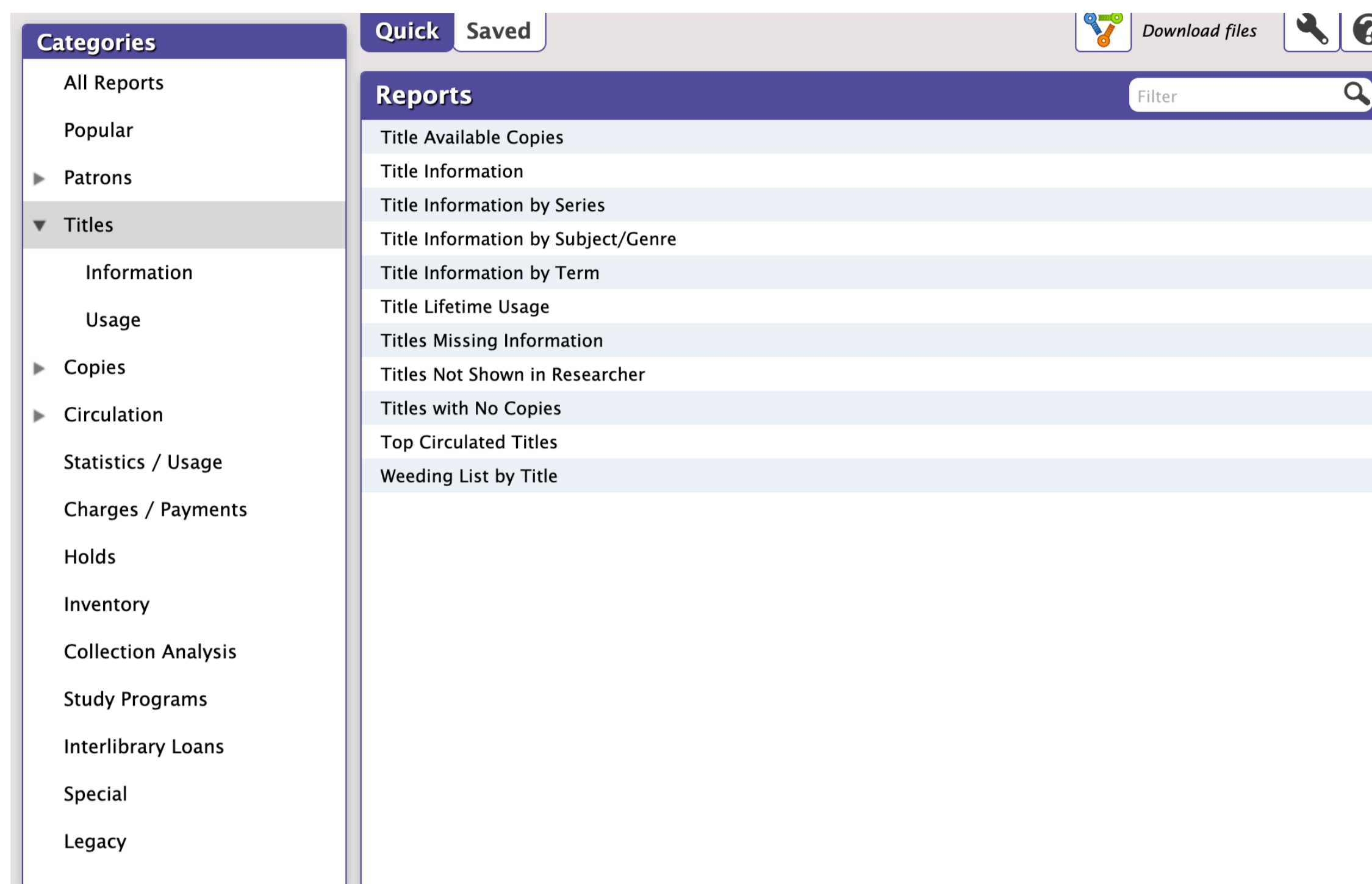


WELCOME TO Alexandria® LIBRARIAN



Reports

Alexandria Operations > Reports, along with Notices and Labels, allow you to perform collection analysis and manage your inventory —right out of the box!

Customizable lists, labels, statistics, status, and usage reports in various formats ensure that you can find or create the exact report you are looking for.

Schedule your favorite reports to run automatically and be delivered to you via email, and set Alexandria to automatically email overdue, hold fulfillment, and item renewal notices to patrons; this saves you time, printer supplies, and distribution of paper documents.

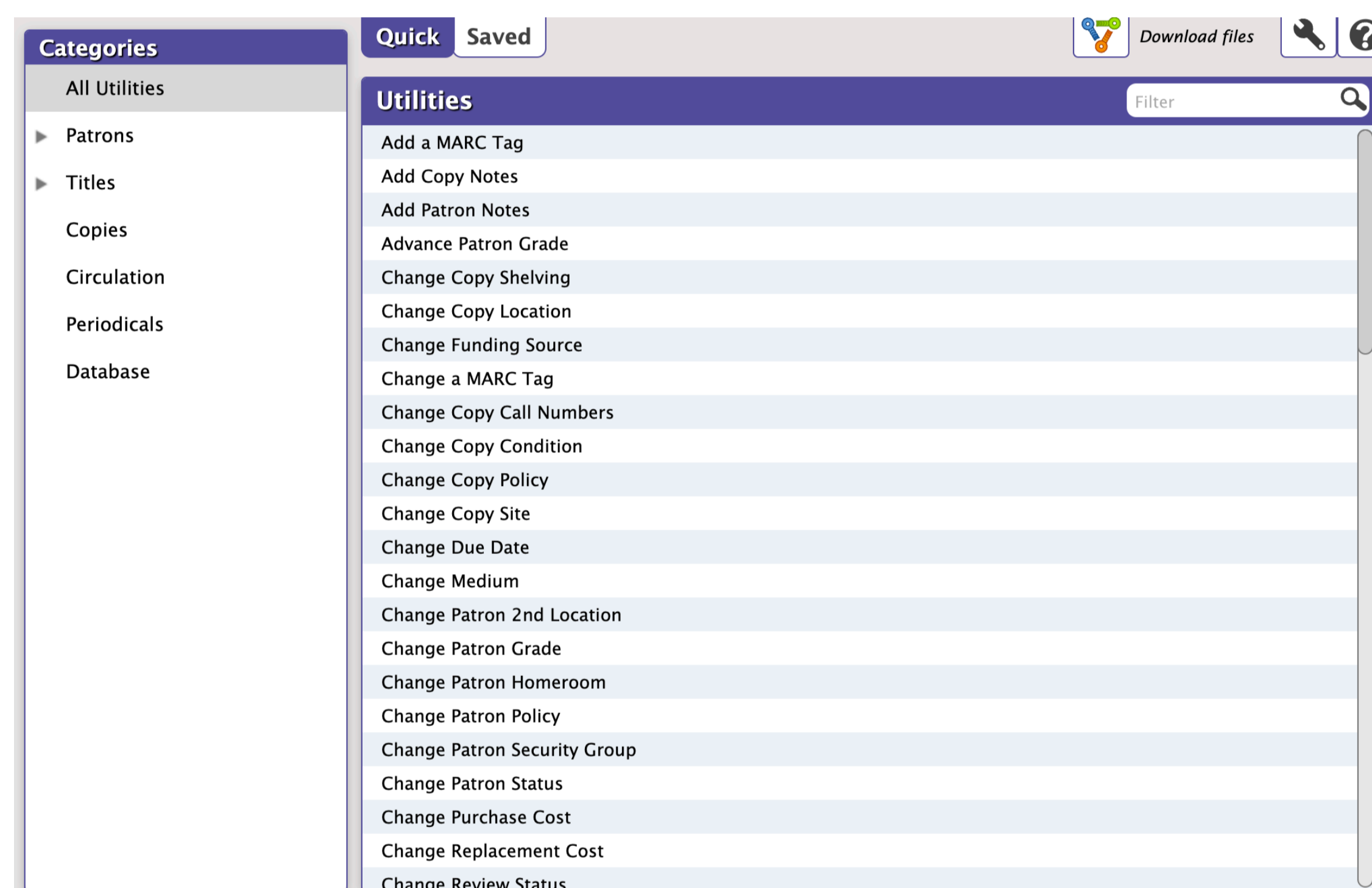
Utilities

Are you tired of manually entering or changing information? Operations > Utilities in Alexandria give you the power to manipulate large amounts of data at once.

Whether removing Graduated patrons or modifying the Replacement Cost of Audiobooks, running a utility can accomplish this task quickly and efficiently.

Modifying your data takes only 3 steps:

- Fill in the Selection criteria.
- Choose Options for how the data will be modified.
- Press Run.



Preferences & Tools

Alexandria Preferences, and Tools give you options to customize Circulation info and alerts for Librarians, set up loan rules for patrons, manage open and closed days in Calendars, and more.

The #1 Tool to learn is Policies. Use Policies to establish rules that regulate how library resources are used by your patrons; this includes how items circulate, how long items may be checked out, how much overdue fines cost, how circulation periods are computed, and so forth. Policies are important for circulation, reports, and statistics.

For example, you can set policies that allow tenth graders to check items out for longer periods of time than second graders; the borrowing period for reference items can be set for one day, while fiction and non-fiction works can be set for two weeks.

