

# Circulation

## Circulation

The Circulation module is the Librarian's primary module, used to perform general library activities like checking books in and out, placing holds and reservations, processing fees, fines, payments, etc.

To log in directly, add /circulation to the end of your [Alexandria URL](#).



## Content

### Related Blog Posts

#### Blog Posts

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## Navigation

### Circulation

#### Homeroom

You can now view student pictures on the Homeroom tab by selecting the "pictures" box at the bottom.

In addition, we added two columns:

- Items out, which is the total number of items the patron has checked out
- Today, which lists the number of books checked out that day

Circulation ⚙️ Actions

Check Out (.)

**No current patron**

DETAILS LOOKUP ⚙️

**No current item**

COPY LIST STATS LOOKUP ⚙️

Circulation (TL)	Items out (QE)	Holds (HH)	Reservations	Charges (F)	Command help (?)
Transaction log		Homeroom (HW)			
Filter <input type="text"/>	Barcode ↕	Last Name ↕	Items Out ↕	Today ↕	
ARTMAN		2019 Carlson, Jordan	1	1	
BOYLE		2070 Combs, Kathy	0	0	
GRIFFITH		2012 Copeland, Colby	2	1	
HESTER					
JONES					
MINER					
PHELPS	<input checked="" type="checkbox"/> Pictures			REFRESH SELECT	

### Items Out

The **Items Out** tab now includes the date the item was checked out.

Circulation (TL)	Items out (QE)	Holds (HH)	Reservations	Charges (F)	Command help (?)		
Copy barcode	Title ↕	Checked out ↕	Renewed ↕	Due date ↕	Site ↕	Fine ↕	
20365	Lives of the athletes : thrills, spills (and what the neighbors thought)	Mar 15, 2022	0	Mar 10, 2022	AMS	\$0.50	

[SET DUE DATE](#)   
 [RENEW](#)   
 [RENEW ALL](#)   
 [DECLARE LOST](#)

### Columns

Information in the tabs like **Charges** have been broken up into columns to make them easier to read.

Circulation (TL)	Items out (QE)	Holds (HH)	Reservations	Charges (F)	Command help (?)
Charges		Payments (FF)			
Date ↕	Type	Balance due (Amount - Paid Forgiven)	Charge note ↕		1
03/15/2022 12:00 AM	Overdue	\$0.50 (\$0.50 - \$0.00)	20365 Lives of the athletes : thrills, spills (and what the neighbors thought)		

[CHARGE](#)   
 [MAKE PAYMENT](#)   
 [FORGIVE CHARGE](#)   
 [PRINT CHARGES](#)

### Copy Statistic Dialog

The copy statistics dialogs in Circulation and Items were combined.

See our [Alexandria Makeover](#) page for more information about the changes and improvements!

## Navigation

The **Circulation** module includes a few important and distinct areas:

- Circulation controls on top, which includes the [Actions menu](#), [Command Line](#), [Message Center](#), and more.
- [Current Patron](#) and [Current Item](#) panes in the middle
- and the [Circulation tabs](#) at the bottom.

The screenshot displays the Circulation module interface. At the top right, it shows the user 'Hi, Demo' at 'Adams Middle School'. Below this is a search bar with a dropdown menu set to 'Check Out (.)' and a text input field for commands or barcodes. The main area is split into two panes: the left pane shows the 'Current Patron' profile for Darla Anderson, including her ID (1001), name (Jones / Dibb), status (High Student), grade (11), Lexile score (1334 + SAT), and reading level (10.9). The right pane shows 'No current item'. Below these panes are tabs for 'Circulation (TL)', 'Items out (QE)', 'Holds (HH)', 'Reservations', 'Charges (F)', and 'Command help (?)'. The 'Circulation (TL)' tab is active, showing a 'Transaction log' table with two entries: a 'Patron' login for Darla Anderson at 10:52 AM and a 'Log In' for '11 Demo Demo' at 10:51 AM.

## Navigation

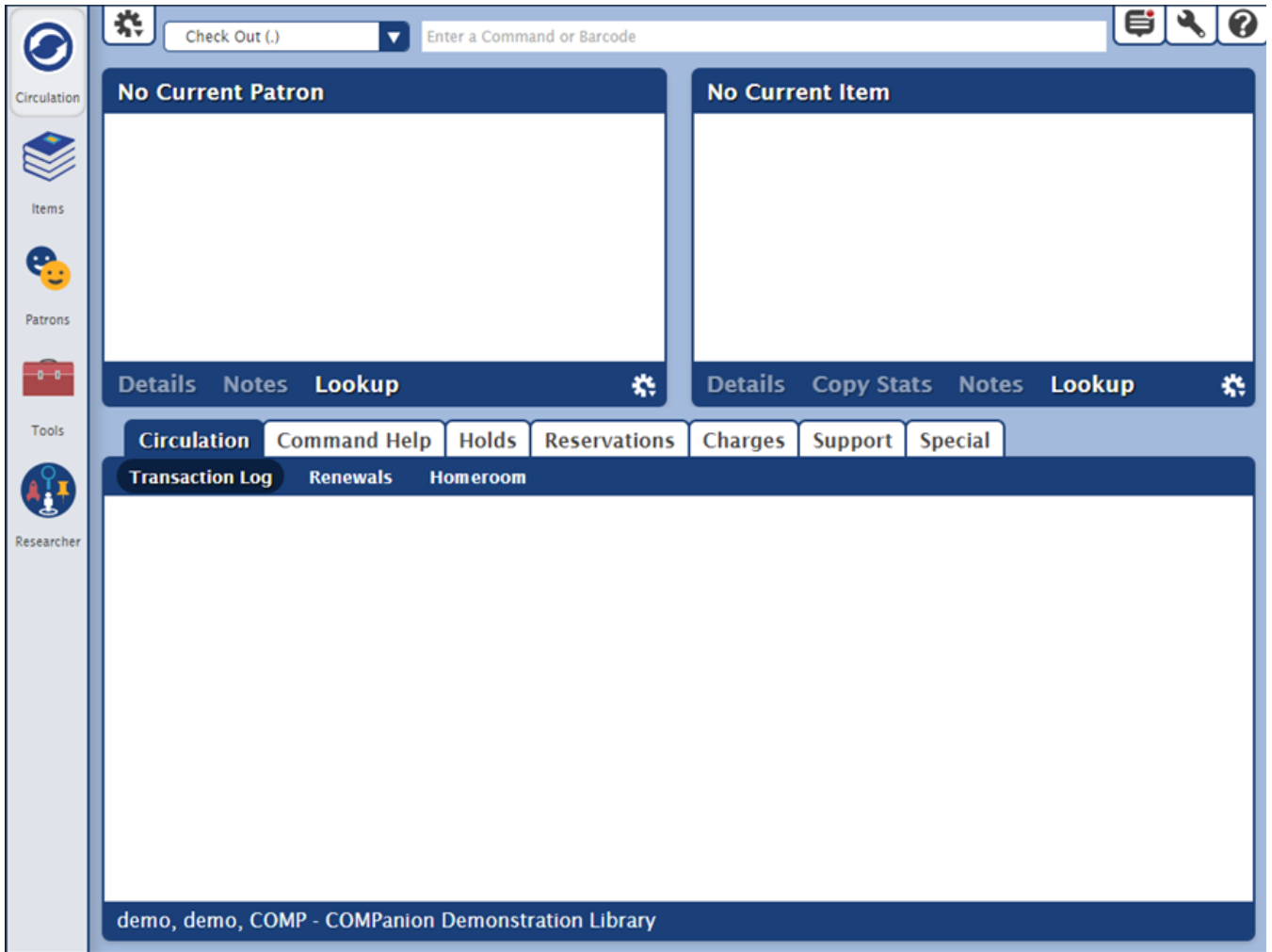
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In the [7.19.10 release](#), the Renewals subtab was moved to be a main tab and renamed Items out. Also, the History subtab (under the Charges tab) was renamed Payments.

Hover over or click on the items on the image below for more information.



- Circulation Management
- Circulation Tabs
- Advanced Bookings
- Circulation Holds

- Circulation Groups
- Circulation Preferences
- System Patrons
- Transaction Scripts

- [Circulation Commands](#)