

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

- Blog: [Librarian hack: schedule your overdue notices](#) created by [Bethany Brown](#)
Sep 13, 2023
[Alexandria](#)
- Blog: [Circulation: Items out tab](#) created by [Bethany Brown](#)
Mar 21, 2023
[Alexandria](#)
- Blog: [Circulation: homeroom tab](#) created by [Bethany Brown](#)
Mar 15, 2023
[Alexandria](#)
- Blog: [Circulation: command line](#) created by [Bethany Brown](#)
Mar 08, 2023
[Alexandria](#)
- Blog: [Overdue items notices—"Yes, I am sending them"](#) created by [Bethany Brown](#)
Jan 25, 2023
[Alexandria](#)
- Blog: [Transaction Scripts—Not just for inventory](#) created by [Bethany Brown](#)
Nov 26, 2022
[Alexandria](#)
- Blog: [Keep track of items on display](#) created by [Bethany Brown](#)
Nov 02, 2022
[Alexandria](#)
- Blog: [Shortcut to vendors](#) created by [Bethany Brown](#)
Oct 13, 2022
[Alexandria](#)
- Blog: [Cash drawer report to the rescue!](#) created by [Bethany Brown](#)
Oct 04, 2022
[Alexandria](#)
- Blog: [When does an overdue item become lost?](#) created by [Bethany Brown](#)
Mar 15, 2022
[Alexandria](#)

[Save as PDF](#)



This page has been moved over to <https://support.goalexandria.com/circulation/>.

Circulation

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

- Circulation Commands
- Circulation Groups
- Circulation Preferences

- System Patrons
- Transaction Scripts
- Circulation Videos

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 (.)

Enter a command or barcode

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

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

PHILIPS

☒ 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.

Hi, Demo
Washington High School

Circulation

Check Out (.)

Enter a command or barcode

Darla Anderson

1001
Jones / Dibb
No Items Checked Out
Credit \$0.00

High Student
Grade: 11
Lexile Score: 1334 + SAT
Reading Level: 10.9



WHS

DETAILS
LOOKUP

The fellowship of the ring : being the first part of ...

32039
FIC TOL
Available
2 of 2 copies available.
Unknown
Replacement: \$20.00

Fiction
Accelerated Reader: 6.1



JES

COPY LIST
STATS
LOOKUP

Circulation (TL)
Items out (QE)
Holds (HH)
Reservations
Charges (F)
Command help (?)

Transaction log
Homeroom (HW)

😊 Patron	1001 Anderson, Darla	07/06/2022 1:51 PM
😊 Patron	1038 Bonilla, Miguel	07/06/2022 1:51 PM
😊 Patron	1075 Coleman, Angela	07/06/2022 1:51 PM
😊 Patron	1905 Banner, Bruce	07/06/2022 1:51 PM
😊 Patron	1102 Scieszka, Benjamin	07/06/2022 1:51 PM
📄 Log In	11 Demo Demo	07/06/2022 1:50 pm

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.

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


Items


Patrons


Tools


Researcher



Check Out (.)

Enter a Command or Barcode



No Current Patron

DetailsNotesLookup

No Current Item

DetailsCopy StatsNotesLookup

CirculationCommand HelpHoldsReservationsChargesSupportSpecial

Transaction LogRenewalsHomeroom

demo, demo, COMP - COMPanion Demonstration Library