

# Code Preferences

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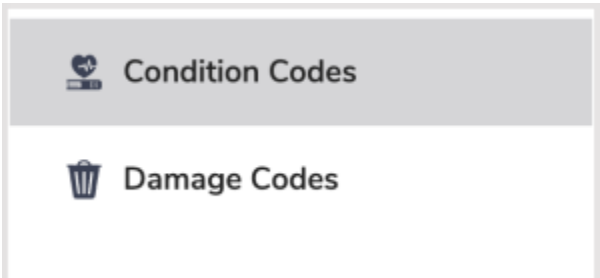
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 this page has been moved to <https://support.goalexandria.com/preferences/code-preferences/>

These preferences allow you to manage (i.e. add, edit, or remove) a list of operator-defined condition and damage codes.



Click the tabs below to expand for more information.

## Condition Codes

### Condition Codes



### Codes are shared with Alexandria

If codes are added, removed, or modified in Textbook Tracker, the new data will be reflected in Alexandria, and vice versa.

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Let your patrons sign in with Google SSO.

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Hi, Demo

Mia Middle School

SYSTEM-A/TT

Still getting used to it? Switch to the old view.

Preferences - Codes

Condition Codes

Damage Codes

If you want to keep track of the physical condition of your copies or assign any other type of keyword to your copies, you'll manage that list here. Most often these conditions describe copies in best to worst condition. Assign a condition code to a copy from the Copies subtab in Items Management or with the Change Condition command in Circulation (CL).

Default Condition

Unknown

Code	Description	Notes
0	New	This code is used when a book is added to the system.
1	Used in Excellent Condition	Use this status for a book which is in excellent condition.
2	Used in Satisfactory Condition	Use this status for a book which is in satisfactory condition.
4	Used in Poor Condition	Use this status for a book which is in poor but usable condition.
R	Replace this item, not usable	Use this status for a book which can no longer be circulated and should be replaced.
S	Scheduled to be discarded	Use this status for a book which should be discarded.
UNK	Unknown	The condition of this book is unknown.

EDIT

REMOVE

ADD

The order that condition codes are arranged here is how they will appear. As a rule of thumb, it is generally best to list codes in the order of best to worst condition. Although a condition code may only be (up to) four characters long, their descriptions may be much longer. Every copy condition, with the exception of Unknown, can be removed and renamed.

Condition codes can be applied to a specific copy from the Condition field in the Copies tab of the Items Management window. They can also be assigned from the Circulation window if you have a current item and perform the Change Condition Mode "CL" command.

If the Display Copy Condition box in your User Interaction preferences is checked, the copy's condition is displayed in the Current Item pane of the Circulation window and the Alexandria Researcher.

- **Default Condition.** Select the default copy condition for newly added copy records. The program default is Unknown.
- **Add.** Add a new copy condition code. Enter a code (up to four characters long), description (e.g. "Replace this item, not usable"), and notes (e.g. "Use this status for an item which is in poor, but usable condition") for the new condition code.
- **Remove.** Remove the selected condition code. When a condition code that has been applied to a copy is later deleted, that copy's code will revert to the default Unknown condition.
- **Edit.** Make changes to the code, description and/or notes for the selected condition code.

## Damage Codes

### Damage Codes

SYSTEM-A/TT



### Codes are shared with Alexandria

If codes are added, removed, or modified in Textbook Tracker, the new data will be reflected in Alexandria, and vice versa.

These preferences allow you to manage (i.e. add, edit, or remove) a list of operator-defined damage codes. Damage codes can be up to four characters long, but their descriptions can be much longer. Damage codes can be assigned from the Circulation window if you have both a current patron and current item and perform the Damage Codes "DL" command. Any Damage Codes applied to a specific copy will appear in the Copy Notes field and subtab of the Items management window.

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Preferences - Codes

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Condition Codes

Damage Codes

Manage a list of damage codes to quickly make damage notes and charge set fees when an item is returned damaged. Damage codes can be assigned from Circulation using the Damage Codes command (DL) when you have both a patron and current item.

Code	Fee	Description
CUS	\$0.00	Custom Damage
INK	\$1.00	Ink Marks
PEN	\$0.50	Pencil Marks
WAT	\$2.50	Water Damage

EDIT

REMOVE

ADD

- **Add.** Create and save a new copy damage code. You can specify the damage short code (up to four characters), description (e.g. "Pencil Marks"), and Fee (e.g. "\$2.50") amount associated with the new damage code.
- **Remove.** Remove the selected damage code.
- **Edit.** Make changes to an existing damage code, including the code, description, and fee amount.

## Create Damage Codes

1. In the bottom-left corner of the Damage Codes interface, click **Add**.
2. In the Code field, enter a short code—preferably three characters—for the damage type (e.g. "INK").
3. Enter a description that more fully explains what the code stands for (e.g. "Ink Marks").
4. Lastly, enter the amount to charge for that type of damage in the Fee field (e.g. "\$2.50").
5. Click **OK**.
6. Repeat the steps above until you've created all the damage codes that you require.
7. Click **Save** in the upper-right corner of the Preferences interface.

**Add damage code**

Descriptions are saved to the Copy Notes when a damage code is applied.

Code \*

1-4 characters

Description \*

Required

Fee \*

1.00

CANCEL

ADD