Textbooks

Contents

Overview

> (i) see https://support.goalexandria.com/textbooks/
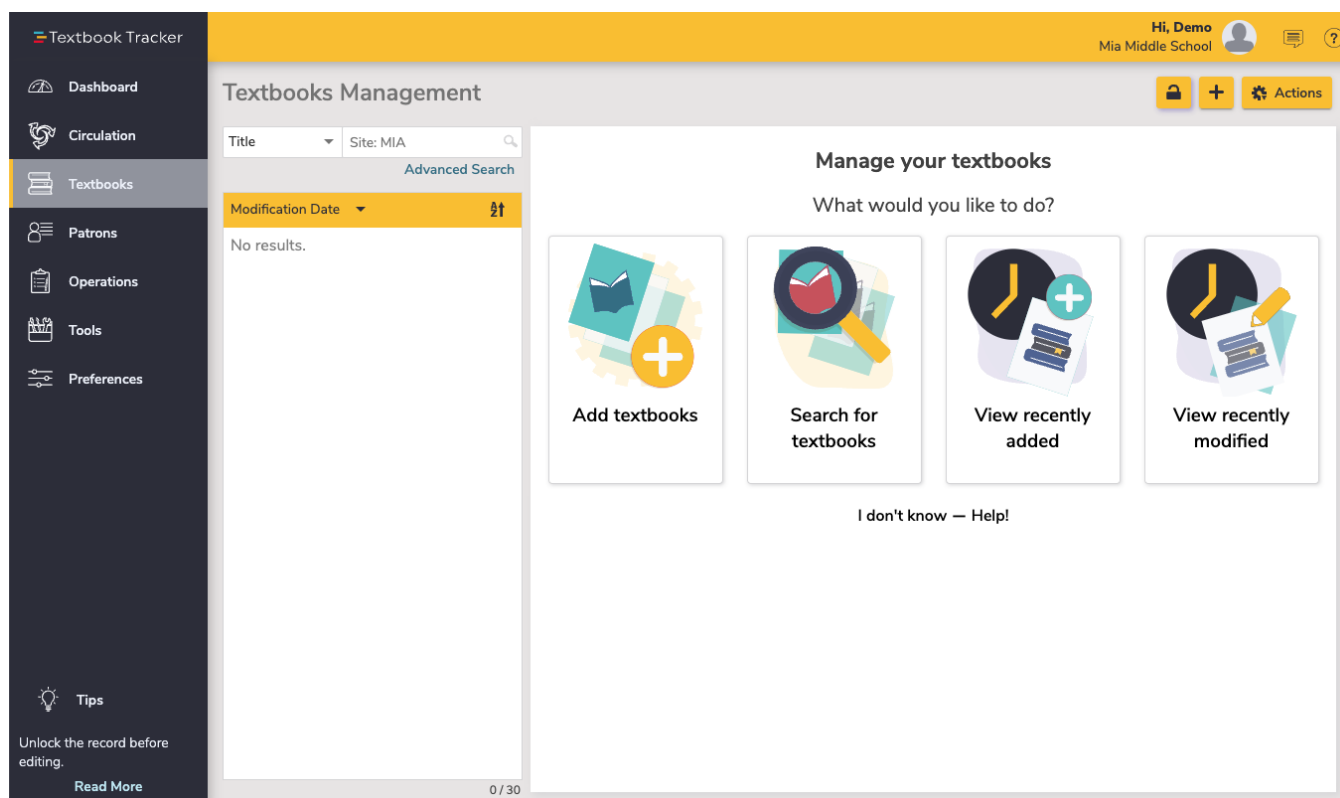
- [Textbook Preferences](#)
- [Textbook Policies](#)
- [Textbook Tabs](#)

Textbooks Management is where you add, view, duplicate, move, and modify standard information about the items in your database

Textbooks Management gives you a record list on the left, and shows the current record on the right. Navigate between the Textbook Tabs (**Publication**, **Copies**, **Adoption**, and **Notes**). Click the padlock to lock/unlock the interface for editing.

Actions Menu ⚙

- **Remove title.** Permanently removes the textbook record and all of its copies.

- **Duplicate title.** Creates a new title that's identical to the current title.

- **Quick export.** Quickly exports the selected title record as a .txt file

- **Move copies to this title.** Moves copies to the current title from another title. This feature is helpful when a copy is mistakenly imported (or added) to the wrong title. Once you click on this option, a dialog box will pop up. Choose if you want to enter a barcode list or range to identify the copies to be moved. If *Remove source titles with no copies* is checked, titles that end up without any copies will be removed.

> ⚠ Copies are required to have a status of Available in order to be moved. Check a copy's status on the Information tab of the copy record.

- **Title statistics**. Shows title-specific circulation information.
- **Merge title. G**et rid of duplicate titles, while retaining history for all copies, and updating the title history to reflect actual usage.

Title. Title of the textbook.

Author. The suggested format is the author's last name, followed by a comma, followed by the author's first name (i.e. Downey, Phil).

Title ID. This ID is defined by each school and can contain any combination of numbers and characters. Common Title IDs are the library call number, vendor stock numbers, or a unique course number. This should be unique for each textbook in your collection.

Textbooks Management

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

Actions

Title	m

Advanced Search

Modification Date

19/6/2023
Chemistry: The Molecular Nature of Matter...

19/6/2023
Grammar for High School

19/6/2023
Grammar for Middle School

19/6/2023
Holt McDougal Biology

19/6/2023
Holt McDougal Physics

19/6/2023
Music Theory and Composition: A Practical...

19/6/2023
Sentence Composing for High School

19/6/2023
Sentence Composing for Middle School

14/6/2018
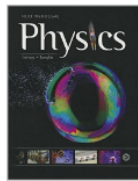The Blue Book of Grammar and Punctuation

14/6/2018
Tonal Harmony

14/6/2018
Trigonometry

14/6/2018
Literature: An Introduction to Fiction, Poetr...

14/6/2018
Modern Chemistry

18 / 30

Physics

Title *
Holt McDougal Physics

Author
Serway, Raymond A. and Faughn, J

Title ID
SCI006

800 / 1000 copies available

Publication	Copies	Adoption	Notes

Catalog

Policy
Textbook

Identifiers

ISBN / ISSN
9780547586694

Stock #
10006

Publication

Volume	Edition	Extent
	1st Edition	928 Pages

Year	Publisher
2011	Holt McDougal

RSN 30

Last modified on 19/06/2023 at 12:07 AM