

Policy Preferences

 new page: <https://support.goalexandria.com/tools/policies/>

Policies

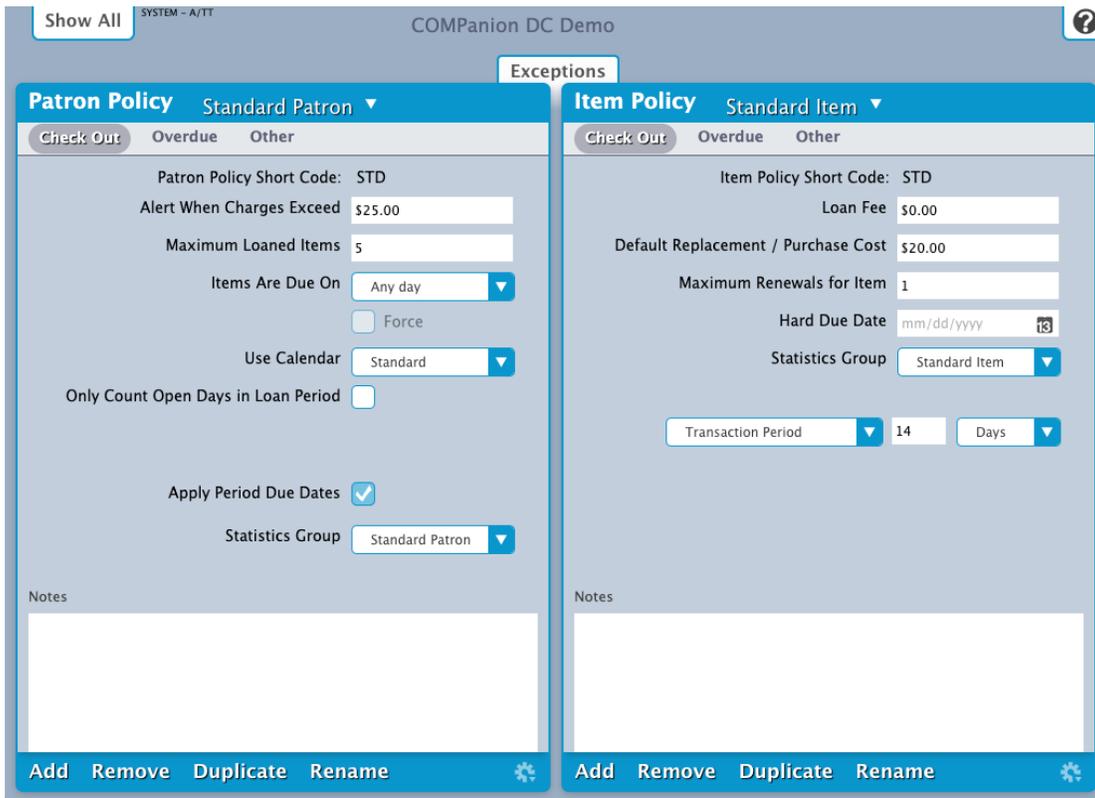
- [Textbook Policies](#)
- [Patron Policies](#)
- [Policy Exceptions](#)

 Unknown macro: 'multiexcerpt-include-macro'

Using Policy Preferences

The Policies window is divided into two distinct sections that function independently of one another and allow you to create or customize the settings of a particular Patron or Item policy.

An operator can move through any of the subtabs located at the top of the window (Check Out, Overdue, and Other) at any time, no matter the current mode (i.e. Standard or Exceptions).



The screenshot shows the 'Policy Preferences' window for 'COMPANION DC Demo'. It is divided into two main sections: 'Patron Policy' and 'Item Policy'. Both sections have sub-tabs for 'Check Out', 'Overdue', and 'Other'. The 'Patron Policy' section is currently selected and shows settings for 'Standard Patron'. The 'Item Policy' section is also visible, showing settings for 'Standard Item'. Both sections have a 'Notes' field at the bottom. The window has a blue header with 'Show All' and 'SYSTEM - A/TT' on the left, and a question mark icon on the right. The 'Exceptions' tab is active at the top.

Section	Field	Value
Patron Policy (Standard Patron)	Patron Policy Short Code	STD
	Alert When Charges Exceed	\$25.00
	Maximum Loaned Items	5
	Items Are Due On	Any day
	Force	<input type="checkbox"/>
	Use Calendar	Standard
	Only Count Open Days in Loan Period	<input type="checkbox"/>
	Apply Period Due Dates	<input checked="" type="checkbox"/>
	Statistics Group	Standard Patron
	Notes	
Item Policy (Standard Item)	Item Policy Short Code	STD
	Loan Fee	\$0.00
	Default Replacement / Purchase Cost	\$20.00
	Maximum Renewals for Item	1
	Hard Due Date	mm/dd/yyyy
	Statistics Group	Standard Item
	Transaction Period	14
	Days	Days
	Notes	

 Unknown macro: 'multiexcerpt-include-macro'

Read [Policy Exceptions](#) for more information and step-by-step instructions.