


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).

SYSTEM - A/TT

COMPanion DC Demo

?

Exceptions

Patron PolicyStandard Patron

Check OutOverdueOther

Patron Policy Short Code: STD

Alert When Charges Exceed\$25.00

Maximum Loaned Items5

Items Are Due OnAny day

☐ Force

Use CalendarStandard

Only Count Open Days in Loan Period☐

Apply Period Due Dates☒

Statistics GroupStandard Patron

Notes

AddRemoveDuplicateRename

Item PolicyStandard Item

Check OutOverdueOther

Item Policy Short Code: STD

Loan Fee\$0.00

Default Replacement / Purchase Cost\$20.00

Maximum Renewals for Item1


Hard Due Datemm/dd/yyyy

Statistics GroupStandard Item

Transaction Period14Days

Notes

AddRemoveDuplicateRename

 Unknown macro: 'multiexcerpt-include-macro'

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