

Textbook Preferences

Textbook Defaults

These preferences configure some of the default settings applied to new textbooks when they're added to your collection.

The screenshot shows a web interface for configuring textbook defaults. At the top, there's a header with 'Show All', 'SITE - TT', and 'Adams Middle School'. Below this is a blue tab labeled 'Textbook Defaults'. The main content area has a title 'Textbook Defaults' and a description: 'These preferences configure some of the default settings applied to new textbooks when they are added to your collection.' The settings are organized into sections: 'Barcode Settings' with a 'Next Barcode' field set to '1300000'; 'Policy' with a 'Default Policy' dropdown set to 'Textbook'; and 'Copy Location & Status Defaults' with 'New Copy Default Status' radio buttons for 'Available' (selected) and 'In Processing', a 'Site' dropdown set to 'Adams Middle School', and empty fields for 'Copy Location' and 'Copy Shelving'.

Barcode Settings

Next Barcode

New copies are assigned the next available barcode number provided here, unless you assign a barcode to the new copy manually. You should configure this setting when you initially set up Textbook Tracker so that new copies are assigned barcode numbers that coincide with your numbering strategy.

Policy

Default Policy

Select the default item policy to use for new textbooks. If an operator-created item policy is applied and later removed, this preference will revert back to Textbook.

Status Defaults

New Copy Defaults Status

- Available
- In Processing

Copy Location

Values entered here will be used as defaults when adding new copies, and when changing copy locations using the Circulation command: "CH".
NOTE: The copy site will always default to the user's logged-in site.

- **Copy Location.** Default value for the copy location field when changing copy locations; the term used for "copy location" can be modified in your Localization preferences.
- **Copy Shelving.** Default value for the copy sublocation field when changing copy locations; the term used for "copy shelving" can be modified in your Localization preferences.