


# Textbook Library Administrator

## Preferences

### Management

 this page is archived; see <https://support.goalexandria.com/tools/security/>

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### Textbook Library Administrator

SYSTEM - A/TT

COMPanion DC Demo

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Show All

Security Groups

District Administrator (0)

Library Administrator (1)

Textbook Administrator (1)

Librarian (2)

Textbook Manager (2)

Library Staff (3)

Library Aide (4)

Bulletin Board Manager (5)

Patron (5)

Patron Limited (5)

Self-Service (5)

Student Aide (5)

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Management

Tools

Circulation

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Reporting

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Advanced Bookings

No Access

▼

Data Station Management

Update

▼

Security Level

1 - Administrator

▼

Patrons

Import, Export and Utilities

▼

Patron Passwords

Edit

▼

System Patron

Use

▼

Library Items

No Access

▼

Library Copies

View

▼

Textbook Items

Import, Export and Utilities

▼

Textbook Copies

Remove

▼

Routes

No Access

▼

Subscriptions

No Access

▼

### Settings

- **Advanced Bookings:** No Access
- **Data Station Management:** Update
- **Security Level:** 1 - Administrator
- **Patrons:** Import, Export and Utilities
- **Patron Passwords:** Edit
- **System Patron:** Use
- **Library Items:** No Access
- **Library Copies:** N/A
- **Textbook Items:** Import, Export and Utilities
- **Textbook Copies:** Remove
- **Routes:** No Access
- **Subscriptions:** No Access

Tools  
Tools

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COMPANION DC Demo

Security Groups

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InventoryPerform

Operations ManagementManage All

Authority ControlNo Access

Map EditorNo Access

Explore BuilderNo Access

Bulletin BoardNo Access

SIFEdit

SitesEdit

ReviewsNo Access

Settings

- **Inventory:** Perform
- **Operation Management:** Manage All
- **Authority Control:** No Access
- **Map Editor:** No Access
- **Explore Builder:** No Access
- **Bulletin Board:** No Access
- **SIF:** Edit
- **Sites:** Edit
- **Reviews:** No Access

Circulation  
Circulation

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Library Circulation
No Access

Textbook Circulation
Import, Export and Utilities

Circulation Override
Perform

Reservations
No Access

Holds
No Access

Charges
Charge Fee

History
Refund

Cash Drawer
Use

In Transit
Add

Self Service
No Access

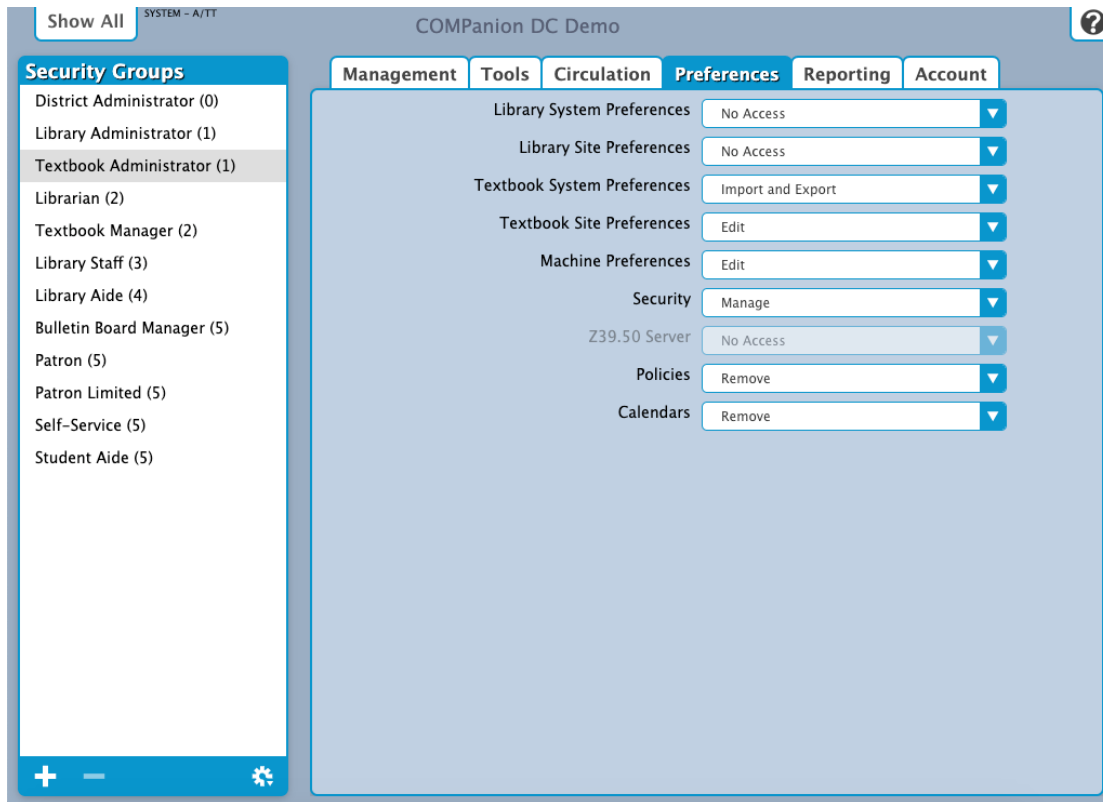
## Settings

- **Library Circulation:** No Access
- **Textbook Circulation:** Import, Export, and Utilities
- **Circulation Override:** Perform
- **Reservations:** No Access
- **Holds:** No Access
- **Charges:** Charge Fee
- **History:** Refund
- **Cash Drawer:** Use
- **In Transit:** Add
- **Self-Service:** No Access

## Preferences

### Preferences

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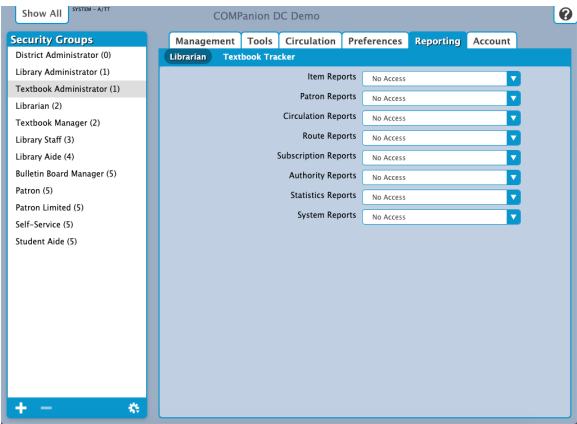


## Settings

- **Library System Preferences:** No Access
- **Library Site Preferences:** No Access
- **Textbook System Preferences:** Import and Export
- **Textbook Site Preferences:** Edit
- **Machine Preferences:** Edit
- **Security:** Remove
- **Z39.50 Server:** N/A
- **Policies:** Remove
- **Calendars:** Remove

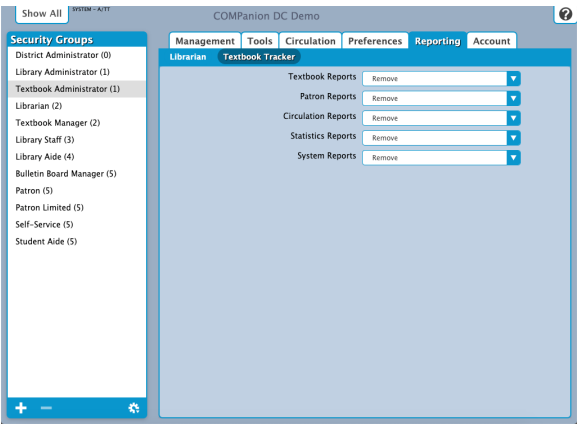
## Reporting

 **Tools > Preferences > Security > Textbook Library Administrator**



Librarian Settings

- **Item Reports:** No Access
- **Patron Reports:** No Access
- **Circulation Reports:** No Access
- **Route Reports:** No Access
- **Subscription Reports:** No Access
- **Authority Reports:** No Access
- **Statistics Reports:** No Access
- **System Reports:** No Access



Textbook Tracker Settings

- **Textbook Reports:** Remove
- **Patron Reports:** Remove
- **Circulation Reports:** Remove
- **Statistics Reports:** Remove
- **System Reports:** Remove

Account  
Account

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HoldsView

ReservationsView

Patron StatusNo Access

RenewalsNo Access

ReviewsView

Show Reviewer AsAnonymous

Password StrengthRegular

ChargesNo Access

## Settings

- **Holds:** No Access
- **Reservations:** No Access
- **Patron Status:** No Access
- **Renewals:** No Access
- **Review:** View
- **Show Reviewer As:** Anonymous
- **Password Strength:** None