

Library Aide

Contents

Dashboard

Circulation

- [Circulation Tabs](#)
- [Circulation Videos](#)

Textbooks

- [Textbook Tabs](#)
- [Textbook Videos](#)

Patrons

- [Patron Tabs](#)
- [Patrons Videos](#)

Operations

- [Reports](#)
- [Labels](#)
- [Notices](#)
- [Utilities](#)
- [Import](#)
- [Export](#)

Tools

- [Sites](#)
- [Calendars](#)
- [Policies](#)
- [Security](#)

Preferences

- [Patron Preferences](#)
- [Textbook Preferences](#)
- [Circulation Preferences](#)
- [Codes](#)
- [Sounds Preferences](#)
- [Setup Preferences](#)
- [SIS Integration](#)

Management



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



[Tools](#) > [Preferences](#) > [Security](#) > [Library Aide](#)

Management

Show All

SYSTEM - A/TT

COMPanion DC Demo

?

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)

+ - ⚙

Management Tools Circulation Preferences Reporting Account

Advanced Bookings

No Access

▼

Data Station Management

No Access

▼

Security Level

4 - Aide

▼

Patrons

View

▼

Patron Passwords

No Access

▼

System Patron

Use

▼

Library Items

View

▼

Library Copies

View

▼

Textbook Items

No Access

▼

Textbook Copies

View

▼

Routes

No Access

▼

Subscriptions


No Access

▼

Default Settings

- **Advanced Bookings:** No Access
- **Data Station Management:** No Access
- **Security Level:** 4 - Aide
- **Patrons:** View
- **Patron Passwords:** No Access
- **System Patron:** Use
- **Library Items:** View
- **Library Copies:** View
- **Textbook Items:** No Access
- **Textbook Copies:** N/A
- **Routes:** No Access
- **Subscriptions:** No Access

Tools
Tools

 Tools > Preferences > Security > Library Aide

Show All

SYSTEM - A/TT

COMPAnion DC Demo

?

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)

+ -

Management Tools Circulation Preferences Reporting Account

Inventory

Perform

Operations Management

View Personal

Authority Control

No Access

Map Editor

No Access

Explore Builder

No Access

Bulletin Board

No Access

SIF

No Access

Sites

No Access

Reviews

No Access

Default Settings

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

Circulation

Circulation

Tools > Preferences > Security > Library Aide

SYSTEM - A/TT

COMPanion DC Demo

?

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)

Management

Tools

Circulation

Preferences

Reporting

Account

Library Circulation

Perform

Textbook Circulation

No Access

Circulation Override

Perform

Reservations

Manage

Holds

Manage

Charges

Charge Fee

History

Refund

Cash Drawer

Use

In Transit

Add

Self Service


Check In and Out

Default Settings

- **Library Circulation:** Perform
- **Textbook Circulation:** No Access
- **Circulation Override:** Perform
- **Reservations:** Manage
- **Holds:** Manage
- **Charges:** Charge Fee
- **History:** Refund
- **Cash Drawer:** Use
- **In Transit:** Add
- **Self-Service:** Check In and Out

Preferences

Preferences

 Tools > Preferences > Security > Library Aide

Show All

SYSTEM - A/TT

COMPanion DC Demo

?

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)

+ - ⚙

Management Tools Circulation Preferences Reporting Account

Library System Preferences

No Access

▼

Library Site Preferences

Edit

▼

Textbook System Preferences

No Access

▼

Textbook Site Preferences

No Access

▼

Machine Preferences

No Access

▼

Security

No Access

▼

Z39.50 Server

No Access

▼

Policies

No Access

▼

Calendars

No Access

▼

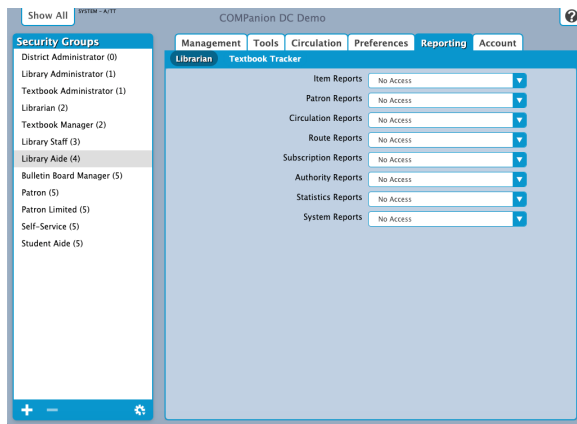
Default Settings

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

Reporting

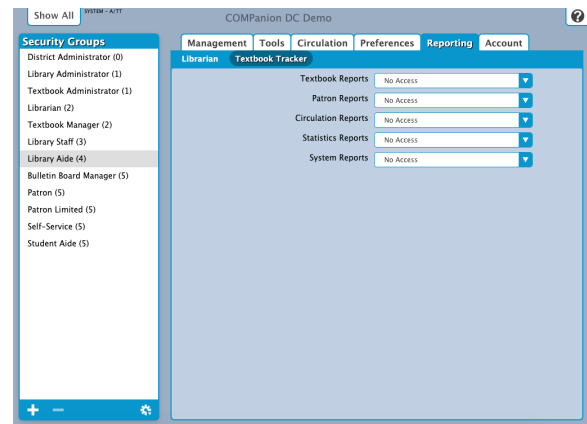
Reporting

Tools > Preferences > Security > Library Aide



Default 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

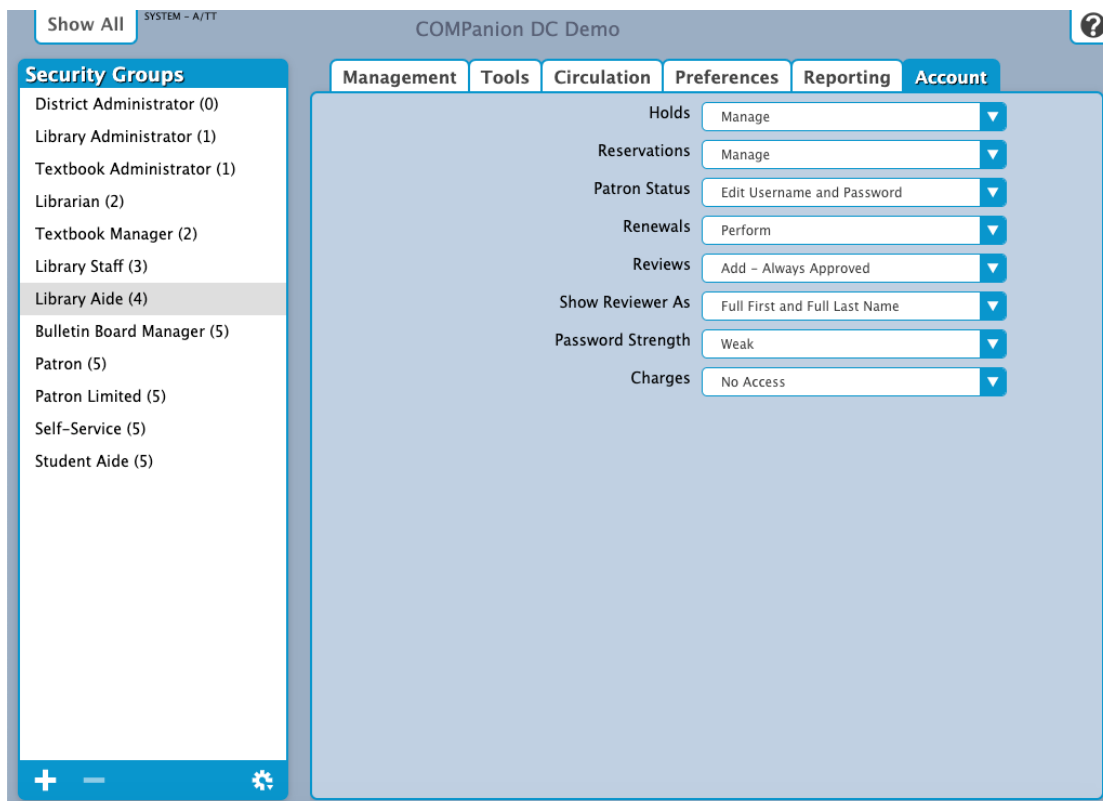


Default Textbook Tracker Settings

- **Textbook Reports:** No Access
- **Patron Reports:** No Access
- **Circulation Reports:** No Access
- **Statistics Reports:** No Access
- **System Reports:** No Access

Account

Tools > Preferences > Security > Library Aide



Default Settings

- **Holds:** Manage
- **Reservations:** Manage
- **Patron Status:** Edit Username and Password
- **Renewals:** Perform
- **Review:** Add - Always Approved
- **Show Reviewer As:** Full First and Full Last Name
- **Password Strength:** Weak