

# Textbook Policies

## 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](#)



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

## Textbook Policies

Whenever the rules differ for an item group, you need to create a new item policy and assign it to the affected items. Follow the steps below to manage the item policies for your library.

### Create a New Item Policy



Unknown macro: 'multiexcerpt-include-macro'

### Modify an Item Policy




Unknown macro: 'multiexcerpt-include-macro'

### Duplicate an Item Policy




Unknown macro: 'multiexcerpt-include-macro'


### Remove an Item Policy

 Unknown macro: 'multiexcerpt-include-macro'

Assign an Item Policy to a Title

 Unknown macro: 'multiexcerpt-include-macro'

Assign an Item Policy to a Copy

 Unknown macro: 'multiexcerpt-include-macro'

## Check Out

### Check Out

Item Policy

Standard Item ▾

Check Out

Overdue

Other

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 ▾


Notes


Add

Remove

Duplicate

Rename



 Unknown macro: 'multiexcerpt-include-macro'

## Overdue

### Overdue

Item Policy

Standard Item

▼

Check Out

Overdue

Other

Fine Rate

\$0.00

Days

▼

Grace Period

3

Days

▼

Only Count Open Days in Grace Period

☐

Fines Accrue During Grace Period

☒

Declare Lost When Overdue

0

Days

▼

Add

Remove

Duplicate

Rename

⚙

Unknown macro: 'multiexcerpt-include-macro'

Other  
Other

Item Policy

Standard Item

▼

Check Out

Overdue

Other

Holds

\_\_\_\_\_

Allow Hold Requests

☒

Reservations

\_\_\_\_\_

Maximum Reservation Days

14

Days Required Between Reservations

0

Miscellaneous

\_\_\_\_\_

Self-Service Check Out (SIP2 Only)

☒

Self-Service Payment (SIP2 Only)

☒

Show As ONLINE in Researcher

☐

Add

Remove

Duplicate

Rename

⚙



Unknown macro: 'multiexcerpt-include-macro'