Working Different Libraries

Tip for: 04.25.16

Many thanks to our tireless librarians, forging the minds of our youth. Some of you even work or volunteer at multiple libraries. How does Alexandria handle this—can you add multiple sites to a patron record?

If you are part of a Centralized Catalog, any person can be assigned to any Site included in Site Management.

To change someone's Site access:

- Open **Patron Management** and locate their record.
- **Unlock** the window.
- In the bottom right of the record, click on **Site Access**.
- Check the boxes for the sites this person has access to.
- Click the check to grant access to all sites, or the **X** to block access to all sites.
- Press **OK**.
- **Save** the patron record.

While you're here, take a look at this person's **Security Group**. Do they have the appropriate access to Alexandria? Read more about Security here.