


Creating Themed Displays

Tip for: 10.14.14

Have you been wanting to create displays in your library? Whether for New Arrivals or themed for Halloween or Christmas, you can use Alexandria to keep track of items On Display.

 Unknown macro: 'multiexcerpt-include-macro'

There are two ways you can do this, depending on whether you want to allow the displayed copies to be checked out or not.

To set up a display of items that aren't allowed to be checked out:

- Open **Patron Management**.
- Create a new patron named **On Display**.
- Change their **Policy** to **System Patron**.
- Give them a unique barcode (e.g. 51).
- Check out all the items for the display to the patron **On Display**.
- When items are no longer on display, **Bookdrop** them.

To set up a display of items that are allowed to be checked out:

- Open **Item Management**.
- For all items on the display, go to the Copies tab, and change the **Copy Location** or **Copy Shelving** to **On Display**.

To use a utility to change the Copy Location:

- Use the **Change Copy Location** utility.
- Under **Options**, fill in **On Display**.
- Under **Selections**, check **Show Additional Selections**.
- Fill in the **Copies with Barcodes** field with the barcodes of your display items.
- **Run** the utility.

In Alexandria version 6 Utilities:

- Use the **Replace Information** utility.
- Change the drop-down menu to **Copy Location**.
- Fill in **On Display**.
- Change the **Select By** drop-down menu to **Barcode List**.
- Enter the barcodes for the item in your display.
- **Run** the utility.

These items will be available for check out while their locations show they are part of the display.

When an item is no longer part of a display:

- Change the **Copy Location** manually from **Item Management**.

or

- Use the above utility, selecting by a barcode list, and setting the location back to what it was or leaving it blank to clear the field.

or

- Use the **CH** command in **Circulation** and scan the items back to their correct locations.