Circulation

Circulation

The Circulation module is the Librarian's primary module, used to perform general library activities like checking books in and out, placing holds and reservations, processing fees, fines, payments, etc.

To log in directly, add /circulation to the end of your Alexandria URL.



Content

Related Blog Posts

Blog Posts

 Blog: Librarian hack: schedule your overdue notices created by Bethany Brown

Sep 13, 2023

AlexandriaBlog: Circulation: Items out tab created by

Bethany Brown Mar 21, 2023

AlexandriaBlog: Circulation: homeroom tab created by

Bethany Brown

Mar 15, 2023

Alexandria

• Blog: Circulation: command line created by

Bethany Brown

Mar 08, 2023

Alexandria

• Blog: Overdue items notices-"Yes, I am sending them" created by

Bethany Brown Jan 25, 2023

Alexandria
Blog: Transaction Scripts—Not just for inventory created by

Bethany Brown

Nov 26, 2022

Alexandria

• Blog: Keep track of items on display created by

Bethany Brown

Nov 02, 2022

Alexandria

• Blog: Shortcut to vendors created by

Bethany Brown Oct 13, 2022

Alexandria

Blog: Cash drawer report to the rescue! created by

Bethany Brown

Oct 04, 2022

Alexandria

• Blog: When does an overdue item become lost? created by

Bethany Brown

Mar 15, 2022

Alexandria

Save as PDF



This page has been moved over to https://support.goalexandria.com/circulation/.



Circulation

- Circulation Management
- Circulation Tabs
- Advanced Bookings
- Circulation Holds

- Circulation Commands
- Circulation Groups
- Circulation Preferences

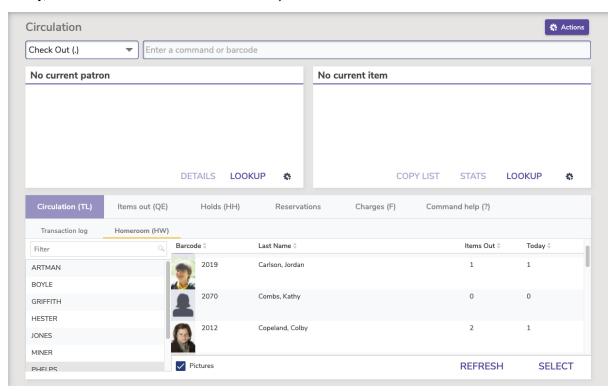
- System Patrons
- Transaction Scripts
- Circulation Videos

Homeroom

You can now view student pictures on the Homeroom tab by selecting the "pictures" box at the bottom.

In addition, we added two columns:

- Items out, which is the total number of items the patron has checked out
- Today, which lists the number of books checked out that day



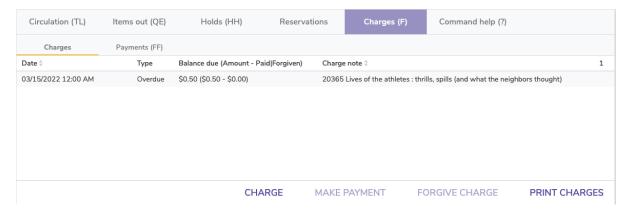
Items Out

The Items Out tab now includes the date the item was checked out.



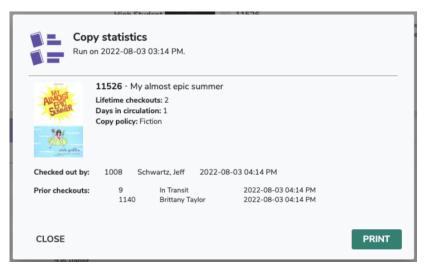
Columns

Information in the tabs like **Charges** have been broken up into columns to make them easier to read.



Copy Statistic Dialog

The copy statistics dialogs in Circulation and Items were combined.

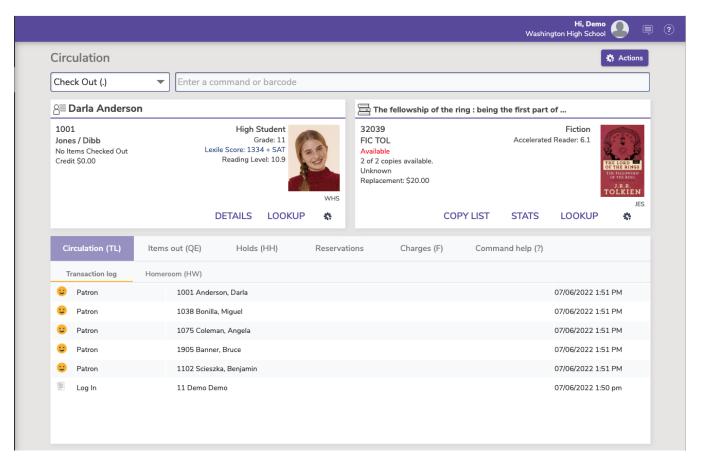


See our Alexandria Makeover page for more information about the changes and improvements!

Navigation Navigation

Circulation includes a few important and distinct areas:

- Circulation controls on top, which includes the Actions Menu and Command Line.
- Current Patron and Current Item panes in the middle
- and the Circulation tabs (Circulation, Items out, Holds, Reservations, Charges, and Command help) at the bottom.



Navigation

The **Circulation** module includes a few important and distinct areas:

- · Circulation controls on top, which includes the Actions menu, Command Line, Message Center, and more.
- Current Patron and Current Item panes in the middle
- and the Circulation tabs at the bottom.



In the 7.19.10 release, the Renewals subtab was moved to be a main tab and renamed Items out. Also, the History subtab (under the Charges tab) was renamed Payments.

Hover over or click on the items on the image below for more information.

