

Textbook Policies

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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



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Duplicate an Item Policy



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Remove an Item Policy

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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

⚙

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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

⚙



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