

# Textbook Preferences

## Contents

[Dashboard](#)

[Circulation](#)

- [Circulation Tabs](#)
- [Circulation Videos](#)

[Textbooks](#)

- [Textbook Tabs](#)
- [Textbook Videos](#)

[Patrons](#)

- [Patron Tabs](#)
- [Patrons Videos](#)

[Operations](#)

- [Reports](#)
- [Labels](#)
- [Notices](#)
- [Utilities](#)
- [Import](#)
- [Export](#)

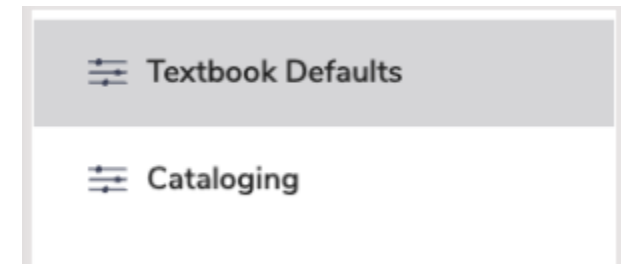
[Tools](#)

- [Sites](#)
- [Calendars](#)
- [Policies](#)
- [Security](#)

[Preferences](#)

- [Patron Preferences](#)
- [Textbook Preferences](#)
- [Circulation Preferences](#)
- [Codes](#)
- [Sounds Preferences](#)
- [Setup Preferences](#)
- [SIS Integration](#)

These preferences configure some of the default settings that are applied to new Textbooks (i.e. title and copy records) when they are added to your collection.



Click the tabs below to expand for more information.

## Textbook Defaults

SITE-TT

## Textbook Defaults

These preferences configure some of the default settings applied to new textbooks when they're added to your collection.

Textbook Tracker

Dashboard

Circulation

Textbooks

Patrons

Operations

Tools

Preferences

Tips

Read More

Hi, Demo

Mia Middle School

Preferences - Textbooks

Still getting used to it? Switch to the old view.

Textbook Defaults

Cataloging

Barcode

New copies are assigned the next available barcode number unless you assign them a number manually. Set this when you first configure Alexandria Textbook Tracker so that new copies are assigned barcodes that coincide with your numbering strategy.

Next Barcode \*

Policy

Policies control the rules of circulation and statistic groups.

Default Policy

Copy Location

Do copies added from your site belong to that same site? Do these copies have a typical location?

Copy Site

Copy Location

Copy Shelving

## Barcode

### Next Barcode

New copies are assigned the next available barcode number (shown here) unless you assign them a number manually. Setting this field when you first configure Textbook Tracker will ensure new copies are assigned barcodes that coincide with your numbering strategy. The code will increment automatically as new barcodes are assigned.

## Policy

### Default Policy

Select the default item policy to use for new textbooks. If an operator-created item policy is applied and later removed, this preference will revert back to Textbook.

## Copy Location

Values entered here will be used as defaults when adding new copies, and when changing copy locations using the Circulation command: "CH".

NOTE: The copy site will always default to the user's logged-in site.

- **Copy Location.** Default value for the copy location field when changing copy locations; the term used for "copy location" can be modified in your Localization preferences.
- **Copy Shelving.** Default value for the copy sublocation field when changing copy locations; the term used for "copy shelving" can be modified in your Localization preferences.

## Cataloging

### Cataloging

Textbook Tracker

Dashboard

Circulation

Textbooks

Patrons

Operations

Tools

Preferences

Tips

Read More

Hi, Demo

Mia Middle School

Preferences - Textbooks

Still getting used to it? Switch to the old view.

Textbook Defaults

Cataloging

New Copy Status

Are your new copies available immediately, or do they require processing?

Available

In Processing

## New Copy Status

Set the preference for new copies of textbooks to **Available** or **In Processing**.