Keep track of items on display

November 7, 2022

The Holidays are here, and you are probably getting some fun themed displays together in your library. Want to easily keep track of which items are on the display? Here's how.



You can mark items as on display a couple of ways, depending if you want them to be allowed to be checked out or not.

For displays where you don't want the items to get checked out:

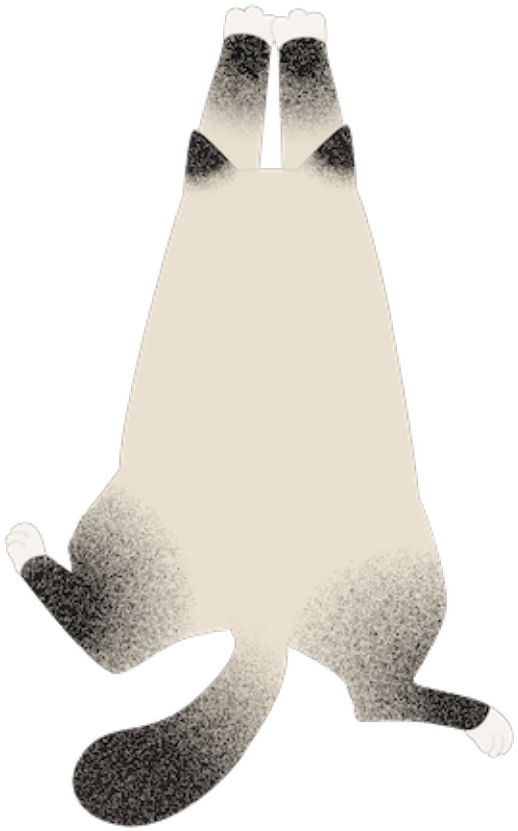
1. Navigate to Circulation.
2. Make the "For Library Use" system patron current (barcode 3).
3. Check out the items on display.
4. When you're ready to put away the display, just bookdrop the display items.

For displays where items can be checked out:

1. Navigate to Circulation.
2. Enter the **CH** command into the command line, then enter On Display into the Copy Location or Copy Shelving field and click **OK**.
3. Scan the items to modify their location/shelving, then use the **X** command when you're finished to go back to Checkout mode.

Or, change the Copy Location using a Utility.

1. Navigate to Utilities > **Change Copy Location**.
2. Under Selections, check the Show Additional Selections box.
3. Fill in the Copies with Barcodes field with the barcodes of the display items.
4. Under Options, fill in **On Display**.
5. Run the Utility.



Pasha can't believe it's the holiday season already. 2023 is coming fast–hang on!

Have questions about this tip, or anything else in Alexandria? Reach out to our stellar Support team at 1-800-347-4942.

The release of the Alexandria Makeover is around the corner. Take a look at the Circulation Videos for the makeover, or our Youtube channel!