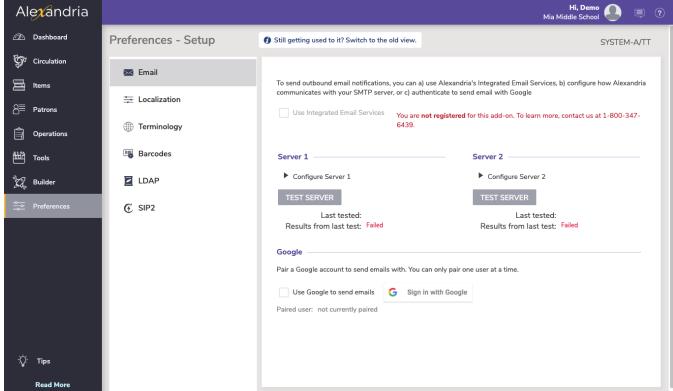# Setup Preferences

Setup Preferences

> ⓘ This page has been moved over to https://support.goalexandria.com/preferences/setup-preferences/

These are some preferences you'll want to configure as you're setting up Alexandria for the first time. After that, you won't need to change these very often.

Select the headings below for more detailed information about each Setup preference.
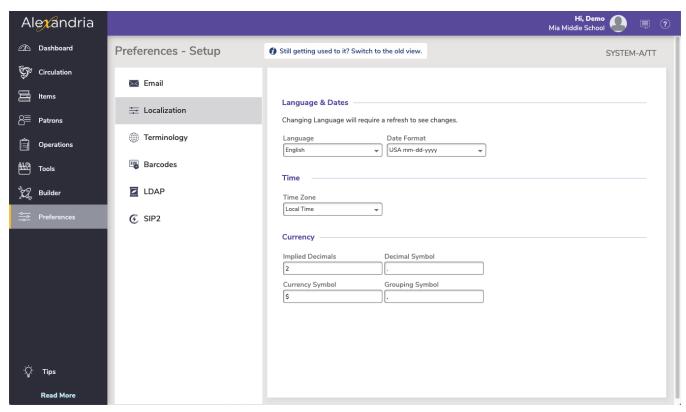
Email

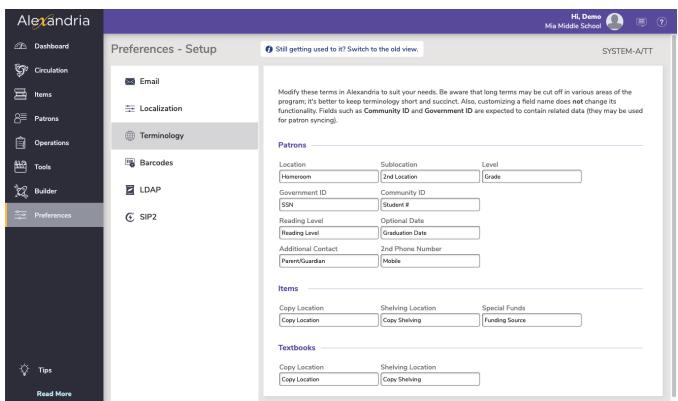Configure how Alexandria communicates with your SMTP server so your library can send outbound email notifications.

Localization

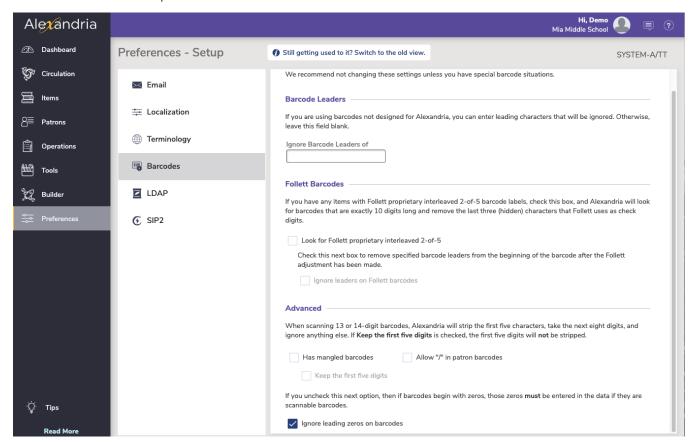Set the language, dates, time zone, and currency applicable to your location.

Terminology
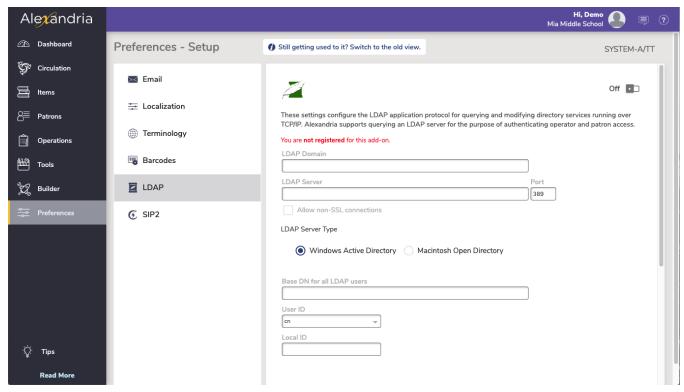
Customize various terms in Alexandria to fit your library's needs.

Barcodes

Determine how Alexandria reads patron and item barcodes.

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

SYSTEM-A/TT

We recommend not changing these settings unless you have special barcode situations.

Barcode Leaders

If you are using barcodes not designed for Alexandria, you can enter leading characters that will be ignored. Otherwise, leave this field blank.

Ignore Barcode Leaders of

Follett Barcodes

If you have any items with Follett proprietary interleaved 2-of-5 barcode labels, check this box, and Alexandria will look for barcodes that are exactly 10 digits long and remove the last three (hidden) characters that Follett uses as check digits.

☐ Look for Follett proprietary interleaved 2-of-5

Check this next box to remove specified barcode leaders from the beginning of the barcode after the Follett adjustment has been made.

☐ Ignore leaders on Follett barcodes

Advanced

When scanning 13 or 14-digit barcodes, Alexandria will strip the first five characters, take the next eight digits, and ignore anything else. If **Keep the first five digits** is checked, the first five digits will **not** be stripped.

☐ Has mangled barcodes   ☐ Allow "/" in patron barcodes

☐ Keep the first five digits

If you uncheck this next option, then if barcodes begin with zeros, those zeros **must** be entered in the data if they are scannable barcodes.

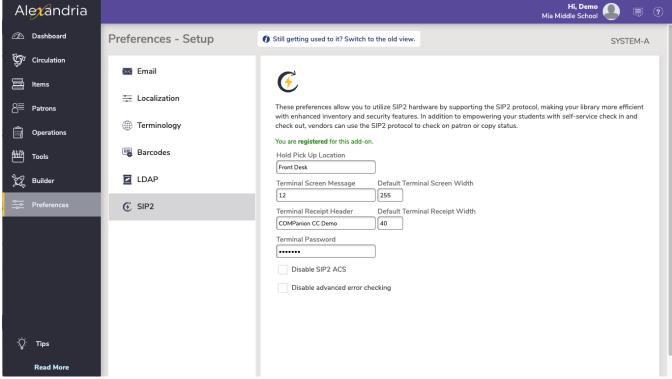☑ Ignore leading zeros on barcodes

LDAP

Authenticate operator and patron program access.

![SIP2]

SIP2

Set up SIP2, which makes your library more efficient with enhanced inventory and security features.

![Self-Hosted]

Self-Hosted

Most accounts are not self-hosted, so you'll see the image below. If you are self-hosted, click the link for more information.