

A Few From This Room, A Few From That

Tip for: 03.07.16

Your Reading teacher is bringing in a class to check out books, and has requested that, after the library visit, you supply them with a list of those students and the books they checked out. The problem is... the students are from various homerooms. How will you make that list? Answer: With a Circulation Group.

Circulation Groups are predetermined groups you create in your Preferences. When you set a Circulation Group before you check out items, Alexandria will record the patrons and the items checked out at that time under this Circulation Group. Then you can print lists based on that Circulation Group. Circulation Groups are particularly helpful when you or the teacher want to ensure that every student has checked out a book during this library period.

Note: A Circulation Group only keeps information for currently checked-out items.

To set up a Circulation Group:

- From **Tools**, open **Preferences**.
- In the **Configuration** category, select **Circulation Groups**.
- Click **Add** in the bottom left.
- Enter a **Circulation Group Code**. Make it short, but meaningful (e.g. Silver-3).
- Enter a **Description** (e.g. Mr. Silver 3rd period).
- Press **OK**.
- **Save** the Preference.
- Repeat for any more Circulation Groups!

To use a Circulation Group during Check Out mode:

- In **Circulation**, type **CG** in the command line.
- Select the appropriate Circulation Group from the list that appears.
- Check out items as usual.

Type **CG** and a new Circulation Group (e.g. CG Jones-4) to switch to a different Circulation Group, or just type **CG <enter>** to exit the Circulation Groups mode.

To see all the checkouts for a Circulation Group, go to **Reports**, find a Circulation report (e.g. Loaned Items), and select by **Circulation Group Code**. Print that, and present it to the teacher!