

Alexandria Librarian

To access Alexandria's Librarian interface, type the domain name (or IP address), (optional) port number, and (optional) serial number of your Data Station followed by `"/librarian"`, `"/login"`, or `"/circulation"` into your browser's **Address** field (usually located in the upper-left corner of the window).

If you are not sure what IP address (or domain name) your Data Station uses, please contact your network administrator for further assistance. If your network administrator is not available, feel free to contact COMPanion's Customer Support team.

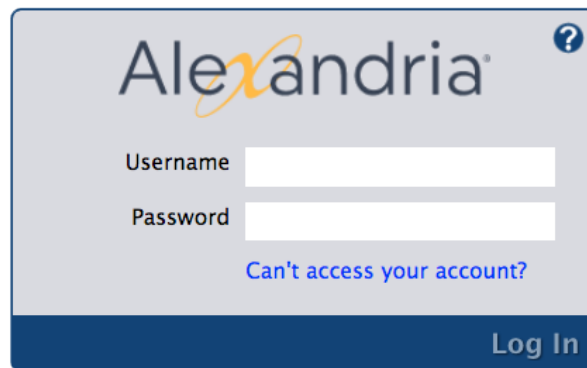
Bookmarking the Librarian

For convenience, you can "bookmark" the **Librarian** or add it to your browser's list of **Favorites**. To do this, when you're at the **Log In** window, click your browser's corresponding **Bookmark** icon. You may also create a shortcut to the **Librarian** from your operating system's **Desktop**; to do this, open up the **Librarian**, highlight the URL in the **Address** field (or "favicon") and *drag* it to your **Desktop** to create a link.

Favicons are generally little icons found just before the `http://` address in the address bar field of your default internet browser.

Logging in to the Librarian

First, an operator must identify themselves at the **Log In** window by entering their **Username** and **Password**. Login information is *never* shown on the screen, all you will see are filler characters or asterisks. After the initial 'log in' you'll be presented with the main **Librarian** window.



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Librarian

From **Librarian**, you can perform bookdrops and check outs, run a selected range of [reports](#), perform certain [utilities](#), access [tools](#) (e.g. archive, update, or perform database maintenance), check Data Station status reports (e.g. number of connected users, system analysis, database statistics), and change your Data Station **Preferences**—all over the world wide web. Having the ability to access these vital Data Station utilities, statistics, and preferences from *any* computer with internet access is invaluable.

To learn some of the basic operations of the **Librarian**, please review the section regarding the **Circulation** window. Remember, operators attempting to access these features *must* have the proper Administrator-level [Security Group permissions](#).

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Circulation tabs

The bottom half of the Librarian's **Circulation** module contains a series of eight tabs that are helpful for daily circulation activities and the management of your library information. Most tabs have at *least* two subtabs. To bring a particular tab into view, click on the tab; then, click on the appropriate subtab to view the desired pane for that tab. The Librarian's **Circulation** tabs follows the same basic functionality as Alexandria's main [Circulation](#) module.

- [Circulation](#). See a record of Circulation activity and look up patrons by homeroom/location.
- [Items out](#). View a list of all items checked out to the current patron and renew them.

- **Holds.** Manage holds for the current patron or current item.
- **Reservations.** Manage reservations for the current patron or current item.
- **Charges.** Manage charges and payments for the current patron.
- **Support.** Email questions to COMPanion's Customer Support team.
- **Special.** View your Status, System Info, and License Info.
- **Command Help.** Look up Alexandria's [circulation commands](#) to navigate **Circulation** faster.

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Librarian Sidenav

The **Librarian** sidenav is the long, vertical bar to the left. The sidenav is visible at all times and contains links to seven important areas of Alexandria:

Circulation. Use Circulation to perform general library activities such as issuing books, placing hold requests and reservations, processing fees, fines, payments, and renewing books. You may also perform special functions such as inventory, cataloging, record updating and viewing.

Items Management. Create, view, modify, or remove records that contain information on all assets that circulate (books, magazines, audio video media) in your library.

Patrons Management. Create, view, modify, or remove records that contain information about the users (i.e. patrons and operators) at your site /school/library.

Operations Management. View, email, and download information relating to your recently run operations (reports, utilities, imports, and exports).

Tools. See convenient shortcuts to a diverse assortment of program tools that help you to perform a wide variety of tasks.

Researcher. Use the patron-facing side of Alexandria that contains various search interfaces, virtual bulletin boards, and customizable links.

Preferences. Configure global settings that customize Alexandria according to your library's needs.

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