

# Circulation

## Circulation

The Circulation module is the Librarian's primary module, used to perform general library activities like checking books in and out, placing holds and reservations, processing fees, fines, payments, etc.

To log in directly, add /circulation to the end of your [Alexandria URL](#).



## Content

### Related Blog Posts

#### Blog Posts

- Blog: [Librarian hack: schedule your overdue notices](#) created by [Bethany Brown](#)  
Sep 13, 2023  
[Alexandria](#)
- Blog: [Circulation: Items out tab](#) created by [Bethany Brown](#)  
Mar 21, 2023  
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- Blog: [Circulation: homeroom tab](#) created by [Bethany Brown](#)  
Mar 15, 2023  
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- Blog: [Circulation: command line](#) created by [Bethany Brown](#)  
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- Blog: [Overdue items notices—"Yes, I am sending them"](#) created by [Bethany Brown](#)  
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- Blog: [Cash drawer report to the rescue!](#) created by [Bethany Brown](#)  
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This page has been moved over to <https://support.goalexandria.com/circulation/>.

## Circulation

- Circulation Management
- Circulation Tabs
- Advanced Bookings
- Circulation Holds

- Circulation Commands
- Circulation Groups
- Circulation Preferences

- System Patrons
- Transaction Scripts
- Circulation Videos

## Homeroom

You can now view student pictures on the Homeroom tab by selecting the "pictures" box at the bottom.

In addition, we added two columns:

- **Items out**, which is the total number of items the patron has checked out
- **Today**, which lists the number of books checked out that day

Circulation

Check Out (.)

Enter a command or barcode

No current patron

No current item

DETAILS

LOOKUP

COPY LIST

STATS

LOOKUP

Circulation (TL)

Items out (QE)

Holds (HH)

Reservations




Charges (F)

Command help (?)

Transaction log

Homerroom (HW)

Filter

	Barcode	Last Name	Items Out	Today
ARTMAN	 2019	Carlson, Jordan	1	1
BOYLE	 2070	Combs, Kathy	0	0
GRIFFITH	 2012	Copeland, Colby	2	1
HESTER				
JONES				
MINER				
PHILIPS				

☒ Pictures

REFRESH

SELECT

### Items Out

The **Items Out** tab now includes the date the item was checked out.

Circulation (TL)	Items out (QE)	Holds (HH)	Reservations	Charges (F)	Command help (?)			
Copy barcode	Title ↕			Checked out ↕	Renewed ↕	Due date ↕	Site ↕	Fine ↕
20365	Lives of the athletes : thrills, spills (and what the neighbors thought)			Mar 15, 2022	0	Mar 10, 2022	AMS	\$0.50
			SET DUE DATE	RENEW	RENEW ALL	DECLARE LOST		

## Columns

Information in the tabs like **Charges** have been broken up into columns to make them easier to read.



 Actions

Enter a command or barcode

 The fellowship of the ring : being the first part of ...

WHS



**THE LORD OF THE RINGS**  
THE FELLOWSHIP OF THE RING  
J.R.R. TOLKIEN

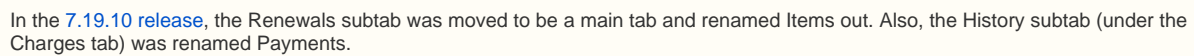
JES

COPY LIST    STATS    LOOKUP    


Transaction log		Homeroom (HW)	
😊	Patron	1001 Anderson, Darla	07/06/2022 1:51 PM
😊	Patron	1038 Bonilla, Miguel	07/06/2022 1:51 PM
😊	Patron	1075 Coleman, Angela	07/06/2022 1:51 PM
😊	Patron	1905 Banner, Bruce	07/06/2022 1:51 PM
😊	Patron	1102 Scieszka, Benjamin	07/06/2022 1:51 PM
📄	Log In	11 Demo Demo	07/06/2022 1:50 pm


The **Circulation** module includes a few important and distinct areas:


- Circulation controls on top, which includes the [Actions menu](#), [Command Line](#), [Message Center](#), and more.
- [Current Patron](#) and [Current Item](#) panes in the middle
- and the [Circulation tabs](#) at the bottom.





Hover over or click on the items on the image below for more information.


  
Circulation

  
Items

  
Patrons




  
Tools

  
Researcher



Check Out (.)

Enter a Command or Barcode




No Current Patron

Details

Notes

Lookup




No Current Item

Details

Copy Stats

Notes

Lookup



Circulation

Command Help

Holds

Reservations

Charges

Support

Special

Transaction Log

Renewals

Homeroom

demo, demo, COMP - COMPanion Demonstration Library