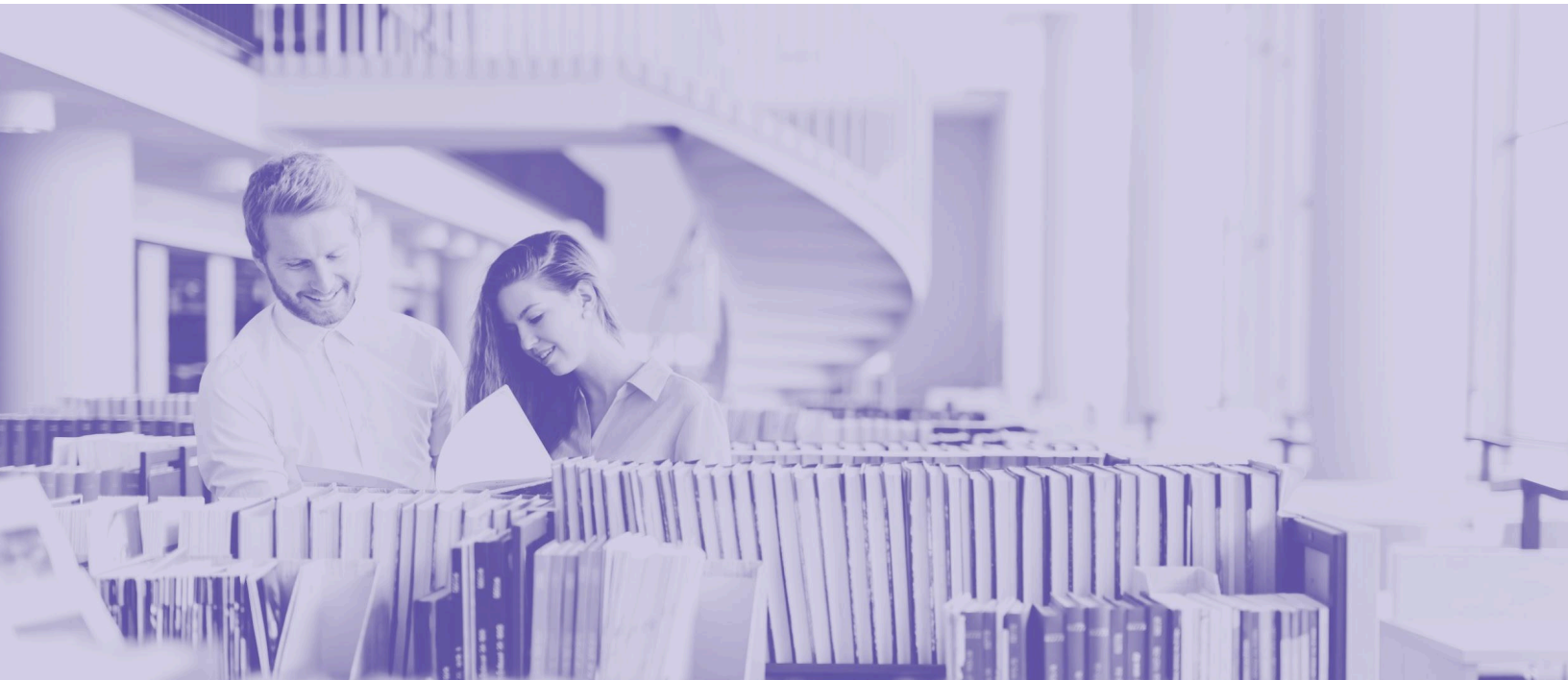


Alexandria®

BASIC TRAINING GUIDE



Copyright Notice

Copyright ©2025 COMPanion Corporation, All Rights Reserved.

Under the copyright laws, this manual or the software may not be copied, in whole or in part, without written consent of COMPanion Corporation, except in the normal use of the software and as described in the Software License Agreement. The same proprietary and copyright notices must be affixed to any permitted copies as were affixed to the original.

NOTE: Unauthorized use of these materials can result in civil damages and criminal penalties

Trademarks

COMPanion®, Alexandria®, Textbook Tracker®, and their associated logos and icons are registered trademarks of COMPanion Corporation. Other trade names are the property of their respective corporations.

Printed in the United States of America

COMPanion Corporation
1831 Fort Union Boulevard
Salt Lake City, Utah 84121-3041 USA

Phone:

(801) 943-7277 Voice, worldwide
(800) 347-6439 Voice — Sales, US & Canada
(800) 347-4942 Voice — Customer Support | US & Canada
(801) 943-7752 FAX, worldwide

Email:

info@companioncorp.com

Web:

<http://www.companioncorp.com>
<http://www.goalexandria.com>

Last Updated: December| 25.7



TABLE OF CONTENTS

Introduction 4

Help & Support 5

Best Practices	5
Support Center	6
Message Center	6
Tip of the Week	6
24/7 Customer Support	7

Librarian 8

Navigation	8
Sidenav	8
Topnav	9
Dashboard	10

Patrons 11

Adding Patrons Manually	11
Modifying Patron Records	12
Deleting Patrons	12

Items 13

Finding Items	13
Adding and Cataloging Titles	14
Adding New Copies	15
Duplicating Copies	16
Cataloging an eBook	16

Circulation 17

Circulation Controls	17
Locating a Patron by Name (L) or Item by Title (T)	17
Circulation Modes	18
Handling Charges and Fines	20

Operations	21
Reports	21
Labels	23
Notices	24
Utilities	25
Imports	26
<hr/>	
Tools	29
Policies	30
Security	31
<hr/>	
Preferences	32
Patrons	33
Items	34
Circulation	35
z39.50	36
<hr/>	
Researcher	37
Search	38
Browse	39
Explore	40
Scout	41
Slideshow	42
Bulletins	43
Patron Status	44

INTRODUCTION

This Alexandria Basic Training Guide contains material that supports the Alexandria Basic Training Video Series. This guide is to be used as a reference tool to supplement the instruction provided by the Alexandria Training Coach and is not designed to provide further technical details.

The Alexandria Basic Training Guide communicates the basic understanding of Alexandria's primary functions, namely: Patrons, Items, Circulation, Operations, Tools, Preferences, and Researcher. Within each section, an overview of basic "how-tos" will be covered.

It is not the purpose of this document to act as a complete manual or to replace the current Support Center resources available to all Alexandria customers.

For your convenience, links to the [Support Center](#) have been provided throughout this training document. Simply click a link for more complete details on that particular topic.

HELP & SUPPORT

1 Best Practices

Backup, Backup, Backup

Self-Hosted users will need to create their own data backups. A backup is a copy of your Archive folder that is saved to an external medium, such as an external hard drive, flash drive, network file server, or a backup service on the cloud. [Learn more about backing up your data.](#)



Cloud-Hosted service is the recommended method for all Alexandria users. By using our Cloud Hosted service you allow Alexandria to manage all of your data, updates, backups, and maintenance. Not only does this reduce the amount of expensive hardware and software your library will need to maintain servers, but it also frees your time to focus on what you do best.

Automatic Archives and Database Management

The major difference between a **backup** and an **archive** is that a backup is made from the archive data and placed on removable media that can be physically stored away from the library.

Alexandria automatically archives your data on a nightly basis. The archive can be used to restore lost data.

Database Maintenance occurs so the program verifies the integrity of your data and performs the actions necessary to follow the **Preferences** and **Policies** you have set.


Enable Security

The Alexandria program comes with security already activated. Alexandria operators must be entered in the Patrons module and assigned to a Security Group that enables them to perform the functions within Alexandria that are necessary for the operation of the library. First, let's discuss setting the security group appropriately for your different types of operators.

To customize the permissions granted to a Security Group:


1. Click **Tools** from the Librarian sidenav, and click on **Security**.
2. Click on the **Security Group** you wish to customize.
3. Using the dropdown menus on all tabs, consider the options given and grant permissions as you wish for operators assigned to the chosen security group. The permissions listed in each dropdown menu are hierarchical, meaning the permissions listed above the selected permission will also be granted.
4. When finished, click on **Save** in the upper-right corner of the window.

To add an operator:

1. Click on the **Patrons** module from the **Librarian sidenav**.
2. Unlock **Patrons Management** by clicking the **Lock** icon . Click **Add Patrons** or the **Add (+)** button near the top right corner to add a new patron to your database. If the person is already in the system, search for the patron using the **simple** or **advanced search**.
3. Use the **Security Group** drop-down menu on the **Access** tab to select the appropriate security group. Click on **Save**.

2 Support Center



Alexandria provides built-in Help documents. These can be accessed in either of two ways.

In the upper right corner of the **Librarian topnav**, you will see the **Help Menu** icon . Clicking this icon will open the help menu, by clicking **Support Center** Alexandria will open the document associated with that window on the **Alexandria Support Center website**. The second method is to simply search for help documents in the Support Center.

3 Message Center

Alexandria's **Message Center** allows you to receive notifications from COMPanion. These notifications contain update notices or information from COMPanion or COMPanion-sanctioned third parties and will vary depending on what features you are licensed to use. The Message Center comprises a single list, with COMPanion messages shown first.

To view the Message Center:

Click on the **Message Drawer** icon . The most recent message from COMPanion will be listed at the bottom of the drawer. To open the Message Center, click **Messages from COMPanion Corporation** to display a list of your notifications; when you have unread notifications or new messages are available, a red dot appears on the Message Drawer icon .

4 Tip of the Week


Tip of the Week features a new tip for using Alexandria each week. The Tip of the Week archives are a collection of past tips that can help you run Alexandria more smoothly. Access the Tip of the Week archives from your **Dashboard**. You may also sign up to receive them via email so you never miss a tip!

Go to <https://www.goalexandria.com/tipoftheweek> and fill in the form to receive our weekly newsletter.


5 24/7 Customer Support

As long as your site's Alexandria Software Subscription is current, you have access to COMPanion's Customer Support Team anytime you have a problem or a question. You may call Customer Support 24/7 at **(800) 347-4942** or send us an email during business hours at support@goalexandria.com. (International: 1-801-943-7277).

During busy times of the year (beginning of school, beginning of the calendar year, and inventory season), you may be asked to leave a voice message. Customer Support will contact you as soon as they are available.

You can also email Customer Support directly from the **Help Menu** . Emailing from the program not only sends your message or question to Customer Support, but also informs them about your machine, its hardware, memory, your data, and the version of Alexandria you are running.

To email Customer Support:

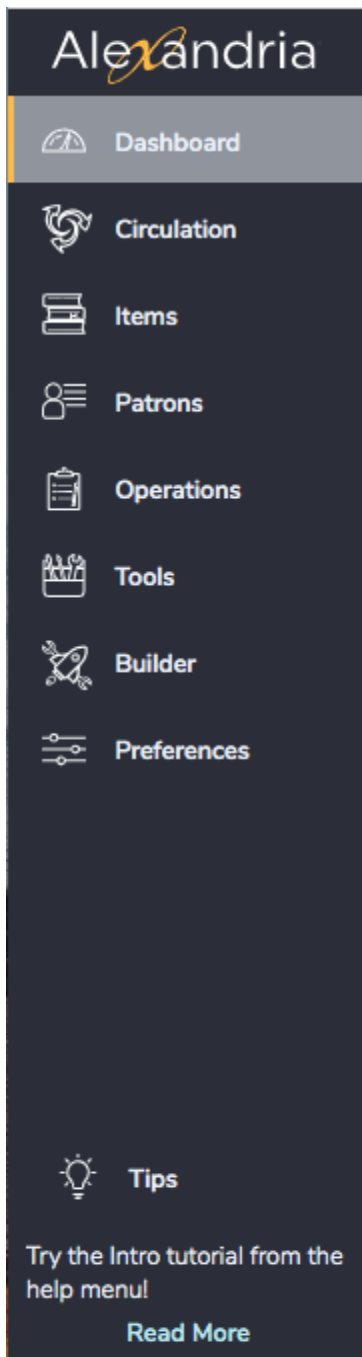
1. Click on the **Help Menu**  from the **Librarian topnav** and select **Contact Us**.
2. Type the subject and the desired message in the appropriate fields.
3. Indicate the preferred destination of the message from within the **Send to** dropdown menu.

LIBRARIAN

From **Librarian**, you can perform bookdrops and check-outs, run a selected range of reports, perform certain utilities, access tools (e.g. **Inventory**, **Authority Control**, and **Policies**), check **Data Station** reports (e.g. collection analysis and database statistics), and change your **Data Station Preferences**.

1 Navigation

Sidenav



The **Librarian sidenav** is the long, vertical bar to the left of the program. Use the sidenav to navigate to the different areas of Alexandria. The sidenav can be collapsed and expanded by clicking on the Alexandria logo at the top. At the bottom of the sidenav, you will see some helpful tips.

Topnav

Hi, Elena
COMPanion Demo



The **Librarian topnav** is the long, horizontal bar at the top of the program that is shown at all times. The topnav includes the [user menu](#), [message drawer](#), and [help menu](#).

Hi, Elena
COMPanion Demo

Patron Status

Site info

User Settings

Log Out

12/11/2024 4:30 AM In-Stock Holds - Vaughan
Operation Complete

12/11/2024 4:15 AM Overdue Fines - Miner
Operation Complete

12/11/2024 4:10 AM Export Patrons - Middle Student
Operation Complete

12/11/2024 4:05 AM Export Patrons - High Student
Operation Complete

Your Operations (12/11/2024) 36 completed

12/10/2024 Tip of the Week
Did you see the latest tip? It was [What do you want under your tree?](#) If you didn't see it, [subscribe to Tip of the Week here!](#)

Messages from COMPanion Corporation...

? Support Center

✉ Contact us

📄 About Alexandria

🚩 Intro to Circulation

🎁 What's new

2 Dashboard

Dashboard is the first page you see after logging into your Alexandria Librarian. See some basic statistics for your site at the top of the dashboard and program icons to access the main areas of **Librarian**.

The screenshot displays the Alexandria Librarian Dashboard. At the top, a purple header bar contains the 'Alexandria' logo on the left and user information 'Hi, Demo' and 'COMPanion Demo' on the right, along with a profile icon and a help icon. A dark sidebar on the left lists navigation options: Dashboard, Circulation, Items, Patrons, Operations, Tools, Builder, and Preferences, with a 'Read More' link at the bottom. The main content area features the 'Alexandria' logo and two summary sections: 'Today' and 'Overview'. The 'Today' section shows 'Copies checked out: 353', 'Copies returned: 0', and 'Activity sign-ons: 0'. The 'Overview' section shows 'In-stock holds: 3', 'On-shelf holds: 0', 'Reservations: 0', 'Copies out: 355', 'Copies overdue: 104', and 'Pending reviews: 0'. Below these are two rows of icons representing various functions: Circulation (Cmd/Ctrl 2), Items (Cmd/Ctrl 3), Patrons (Cmd/Ctrl 4), Operations (Cmd/Ctrl 5), Reports (Cmd/Ctrl sh5), Tools (Cmd/Ctrl 6), Builder (Cmd/Ctrl 7), Preferences (Cmd/Ctrl 8), Utilities, Explore Builder, Policies, and Authority Control. On the right side, a 'Tip of the Week' box contains a lightbulb icon and text encouraging users to share top titles and subscribe to tips.

Alexandria

Hi, Demo
COMPanion Demo

Dashboard

Alexandria

Today
Copies checked out: 353
Copies returned: 0
Activity sign-ons: 0

Overview
Copies out: 355
Copies overdue: 104
Pending reviews: 0

In-stock holds: 3
On-shelf holds: 0
Reservations: 0

Circulation
Cmd/Ctrl 2

Items
Cmd/Ctrl 3

Patrons
Cmd/Ctrl 4

Operations
Cmd/Ctrl 5

Reports
Cmd/Ctrl sh5

Tools
Cmd/Ctrl 6

Builder
Cmd/Ctrl 7

Preferences
Cmd/Ctrl 8

Utilities

Explore Builder

Policies

Authority Control

Tip of the Week

Did you see the latest tip? It was [Share your top titles](#). If you didn't see it, [subscribe to Tip of the Week here!](#)

PATRONS

1 Adding Patrons Manually

Alexandria

Hi, Demo COMPanion Demo

Patrons Management

Revert Save Actions

Name Site: COMP Advanced Search

Modified Date No results.

First | Middle | Last Name *
Barcode Site
Status Policy
Standard Patron

(155x200)

Personal Contact Access Notes Statistics

Identifiers

Student # Birth Date Sex
mm/dd/yyyy Choose an Item...

SSN Nickname

Locators

Homeroom * 2nd Location * Grade * RSN GUID

0 / 610

To add a new patron record:

1. Click on the **Patrons** module from the **Librarian sidenav**. (TRICK: You may also click on the **Current Patron**'s name or the words **No Current Patron** in the **Circulation** window.)
2. Unlock **Patrons Management** by clicking the **Lock** icon . Click **Add Patrons** or the **Add (+)** button near the top right corner to add a new patron to your database.
3. Move between the **Personal**, **Contact**, **Access**, **Notes**, and **Programs** tabs, providing information, configuration options, and making changes to the patron record as needed.
4. Use the dropdown menus to supply the new patron's **Policy**, **Status**, and **Sex**.
5. Use the **Notes** tab to add any special patron alert notes.
6. Next, if you intend to give your new patron any operator privileges (e.g. Student Aide), use the **Site Access** selection on the **Access** tab to mark the sites that your patron is permitted to access. Otherwise, leave this selection alone.
7. Click **Save** to add your new patron record or **Revert** to discard them.

2 Modifying Patron Records

Alexandria

Hi, Demo
COMPanion Demo

Patrons Management

Name Anderson

Advanced Search

Modified Date

1/30/2023
Darla Anderson

4/29/2022
Dustin Anderson

First | Middle | Last Name *

Darla Anderson

Barcode *

1001

Site

COMP | COMPanion Demo

Status

Active

Policy

High Student

Personal Contact Access Notes Statistics

Identifiers

Student #

1001

Birth Date

1/1/2004

Sex

Female

SSN

Nickname

Locators

Homeroom *

2nd Location *

Grade *


GUID 8ebc30a3-c877-4d66-a70b-7b12acb0471e

RSN 182

2 / 610



Last modified by System Administrator on 01/30/2023 at 12:06 AM

To modify a patron record:

1. Click on the **Patrons** module from the **Librarian sidenav**.
2. Use the **Basic** or **Advanced Search** at the top right of patrons management.
3. Then select the desired patron from the list in the left pane.
4. Unlock the patron's record by clicking on the **Lock** icon .
5. Go through each of the tabs to make changes to the patron's record and click **Save**.

3 Deleting Patrons

To remove a patron record:

1. Click on **Patrons** from the **Librarian sidenav**.
2. Locate the patron's record and highlight the patron's name in the left pane.
3. Unlock the patron's record by clicking on the **Lock** icon .
4. Click on the **Actions Menu**  and select **Remove Patron**.



Pay close attention to the Remove Patron window as it will inform you if the patron has items checked out, charges, or credits.

ITEMS

1 Finding Items

The screenshot displays the Alexandria Items Management interface. On the left is a sidebar with navigation links: Dashboard, Circulation, Items (highlighted), Patrons, Operations, Tools, Builder, and Preferences. Below these is a 'Tips' section and a 'Read More' link. The main area is titled 'Items Management' and shows a list of items on the left and a detailed view on the right. The item 'The Giving Tree' by Shel Silverstein is selected. The detailed view includes a book cover, title, author, call number, and various tabs for Publication, Copies, Subjects, Terms, and Notes. The 'Publication' tab is active, showing fields for Series, Genre, Policy, Medium, and Identifiers (ISBN/ISSN and LCCN).

Alexandria Hi, Demo COMPanion Demo

Items Management MARC + Actions

Title * ✓ Non-filing

/ by Shel Silverstein

Author * Call Number

3 / 3 copies available

Publication Copies Subjects Terms Notes

Catalog

Series * Series Volume Genre *

Policy Medium ☐ Hide item in researcher

Identifiers

ISBN / ISSN LCCN

RSN 627

1 / 5596 Last modified by demo demo on 05/09/2019 at 11:57 AM

The screenshot shows the 'Advanced Search' dialog box. It has a search bar at the top and a list of search criteria on the left. The criteria are grouped into 'BASICS', 'COPY', and 'PUBLICATION'. The 'PUBLICATION' group is expanded, showing fields for ISBN/LCCN, Publisher, Publication Year, Medium, Series, and Genre. There is a checkbox at the bottom to 'Combine with current results'.

Advanced Search x

BASICS ☐

COPY ☐

PUBLICATION ☒

ISBN/LCCN

Publisher *

Publication Year *

Medium

Series *

Genre *

☐ Combine with current results

To find an item record:

1. Click on the **Items** icon from the **Librarian sidenav**. **Items Management** will open.
2. Use the **Basic** or **Advanced Search** at the top right of items management.
3. Your results will be listed in the left pane.

2 Adding and Cataloging Titles

Alexandria

Hi, Demo
COMPanion Demo

MARC

✓ Non-filing

2 / 2 copies available

Terms Notes >

RSN 625

Last modified by demo demo on 05/09/2019 at 11:57 AM

SmartMARC® Title Assistant

Select a title to add it to your collection, or press SKIP to add a title manually. Titles already in your collection are marked in bold; selecting a bolded title will let you add a copy instead.

Title	Medium	Location
The Lorax	[book]	Local
Dr. Seuss the Lorax	Projected Medium	OH - Special - OhioLINK
Dr. Seuss' The Lorax	Projected Medium	OH - Special - OhioLINK
Dr. Seuss' the Lorax	Projected Medium	OH - Special - OhioLINK
I am the Lorax	text-unmediated-volume	DC - Special - Library of Congre...
Cooking with the Lorax	text-unmediated-volume	DC - Special - Library of Congre...
Look for the Lorax	text-unmediated-volume	OH - Special - OhioLINK
The Lorax	text-unmediated-volume	OH - Special - OhioLINK
The Lorax sculpture outside the The Amazing World of ...	still image-computer-onli...	DC - Special - Library of Congre...
The Lorax	two-dimensional moving i...	OH - Special - OhioLINK
Dr. Seuss' The Lorax	Musical Sound Recordina	DC - Soecial - Librarv of Conare...

Completed, 3 databases examined

CANCEL BACK SKIP CONTINUE

To add a new title record to your database:

1. Click on **Items** from the **Librarian sidenav**.
2. Unlock **Items Management** by clicking the **Lock icon** . Click **Add Items** or the **Add (+)** button near the top right corner.
3. The **SmartMARC® Title Assistant** will open allowing you to add a new title record. (Press **<enter>** here to add a blank record.)
4. Enter the **ISBN** or **Title/Author** in the **Title Assistant** window and click **Search**.
5. Click and highlight to preview the MARC record you like best and click **Continue**.
 - a. **Local** matches (i.e. results matching bibliographic records already existing in your collection) will be shown first, before other sources in your results list.
6. Modify the **Call Number**, update any necessary fields, and select the proper **Policy** for the item from the **Policy** dropdown menu.
7. Click **Save** to add your new title record or **Revert** to discard it. At this time you will want to add the initial copy.




There is no guarantee of a match for the record you want specifically. If you don't find the title you were looking for in the search results, remove the old criteria and try different combinations.

3 Adding New Copies

The screenshot displays the Alexandria library management system interface. On the left is a dark sidebar with navigation links: Dashboard, Circulation, Items (highlighted), Patrons, Operations, Tools, Builder, and Preferences. At the bottom of the sidebar are 'Tips' and 'Read More' links. The main content area is titled 'Items Management' and features a top bar with 'Revert', 'Save', and 'Actions' buttons. Below this, the 'Title' is set to 'The Lorax' with an 'Advanced Search' link. A 'Modification Date' dropdown shows '5/9/2019' and 'The Lorax'. A book cover for 'The Lorax' by Dr. Seuss is shown. To the right, the title details include 'Title * The Lorax' (marked 'Non-filing'), 'Author * Seuss', and 'Call Number E SEU'. A status indicator shows '2 / 2 copies available'. Below these details are tabs for 'Publication', 'Copies' (selected), 'Subjects', 'Terms', and 'Notes'. The 'Copies' tab contains a 'Filter copies' search bar, a dropdown for 'COMP | COMPanion Demo', and a table with two rows: '20628 (COMP)' and '30970 (COMP)'. To the right of the table is a 'Copy' form with fields for 'Barcode' (1300000), 'Call Number', 'Volume', 'Serial #', 'Policy' (Easy Reader), and 'Condition' (Unknown). At the bottom right of the form is the 'RSN' label. The bottom of the interface shows '1 / 5596' and '2 / 2'.


To add a new copy to the title record:

1. Click on **Items** from the **Librarian sidenav**.
2. Locate the title in your database that you would like to add copies to by using the **Basic** or **Advanced Search** at the top right of items management.
3. Click the **Copies** tab and use the **Lock** icon  to unlock the copy records. Remember, copies are an extension of the title record; the **Copies** tab cannot be selected unless the main title record exists or is saved.
4. Next, click the **Add (+)** button at the bottom of the copy list to add a new copy.
5. Pay attention to all of the fields to provide copy-specific information.
6. A **Barcode** is required to save your new copy; Alexandria will display the next copy barcode in shadow text, however; feel free to enter your desired barcode.
7. Click **Save**.

4 Duplicating Copies

The screenshot shows the Alexandria library management system. The left sidebar contains navigation links: Dashboard, Circulation, Items (selected), Patrons, Operations, Tools, Builder, and Preferences. The main content area is titled 'Items Management' and shows details for 'The Lorax' by Dr. Seuss. The 'Copies' tab is active, displaying a list of copies. A context menu is open over the copy list, showing options: Remove copy, Duplicate copy, Show map, and Copy statistics. The 'Duplicate copy' option is highlighted. The right side of the interface shows the item details, including the title, author, call number, and a list of copies. The 'Duplicate copy' option is highlighted in the context menu.

To duplicate copies:

1. Click on **Items** from the **Librarian sidenav**.
2. Locate the title of the copy you wish to duplicate and click on the **Copies** tab.
3. Click on the **Actions** icon  at the bottom of the copy list and select **Duplicate Copy**. The **Duplicate Copy** window will appear.
4. Fill in the **Beginning Barcode** field and enter the number of additional copies you wish to add in the **Number of Copies** field.
5. Click **Duplicate**.

5 Cataloging an eBook

When cataloging an eBook, remember that only **Titles** are added, not copies, because they are not physically barcoded items.

To indicate an eBook for **Search** purposes, the eBook **Policy** preference must be set to **Show as ONLINE in Researcher**. Use the **Other** tab to link to the item on your eBook vendor's website.

CIRCULATION

The **Circulation** module is the librarian's primary module, used to perform general library activities such as checking out books, placing hold requests, processing fees, fines, payments, and renewing books. You may also perform special functions such as inventory, cataloging, and record viewing and updating.

1 Circulation Controls



Circulation Modes

Select a **Circulation Mode** from the corresponding drop-down menu, located to the left of the **Command Line**. The selected **Circulation Mode** is the function that will be performed when patron/item barcodes are typed or scanned.

Command Line

Use the **Command Line** to input barcodes to perform the indicated Circulation Mode or look up items and patrons.

2 Locating a Patron by Name (L) or Item by Title (T)

To look up a patron by first OR last name:

1. Open the **Patron Lookup** window by either clicking on the **Lookup** button along the bottom of the patron pane OR by typing **L** in the **Command Line** and pressing **<enter>**.
2. Begin typing the patron's name and hit **<enter>**.
3. Click on the correct name and then click **Select**, or double-click on the correct name.

To look up an item by title:

1. Open the **Item Lookup** window by either clicking on the **Lookup** button along the bottom of the item pane OR by typing **T** in the **Command Line** and pressing **<enter>**.
2. Type the first part of the title and press **<enter>**.
3. Click on the correct title to highlight it and then click on **Select**, or double-click on the correct title.

3 Circulation Modes

Checkout

The screenshot shows the Alexandria Circulation interface. On the left is a sidebar with navigation links: Dashboard, Circulation (selected), Items, Patrons, Operations, Tools, Builder, and Preferences. The main area is titled 'Circulation' and has a search bar with a dropdown menu set to 'Check Out (.)' and a text input field for commands or barcodes. Below the search bar, there are two panels. The left panel shows details for patron 'Darla Anderson' (ID 1001), including her name, grade (11), Lexile Score (1334 + SAT), and Reading Level (10.9). The right panel shows details for item 'I was a rat!' (ID 21762), including its title, genre (Fiction), Lexile Score (720), and Accelerated Reader level (5.2). Below these panels is a table with columns: Circulation (TL), Items out (QE), Holds (HH), Reservations, Charges (F), and Command help (?). The table contains a transaction log with the following entries:

Transaction log	Homeroom (HW)
Out	21762 'I was a rat!', to Patron: 1001
Out	21924 'Frankenstein', to Patron: 1001
Patron	1001 Anderson, Darla
Log In	11 Demo Demo

To check out an item:

1. Make sure the circulation mode is set to **Check Out**.
2. ALWAYS bring up the patron first.
3. Type or scan the barcodes of the items to check out.
4. Respond to any **Circulation Alert** messages.

Bookdrop Mode (B)

To check in a single item using Bookdrop Mode:

In the **Command Line**, type **B**, then scan or type the barcode of the item to be returned. (This will check the item in without changing the current circulation mode.)

To check in multiple items using Bookdrop Mode:

With the circulation mode set to **Bookdrop**, scan or type the barcode of the item you want to check-in into the **Command Line**. If the barcode was typed, press **<enter>**. Repeat this step for each item.

Place a Hold on a Title (H)

To place a hold:

1. Make the patron requesting the hold the **Current Patron**.
2. Use the **Item Lookup** window to make the item being held the **Current Item**.
3. Type **H** (for **Hold**) and **=** (for the **Current Item**) (i.e. **H=**) and press **<enter>**. You may also type **H** and the barcode of the current item (e.g. **H 1234**). Repeat this step for each item.

Declaring a Copy Lost and Returning a Lost Copy

To declare an item lost:

1. Make the patron with the lost item(s) current by scanning or typing their patron barcode. If the barcode was typed, press **<enter>**.
2. Click on the **Items Out (QE)** tab.
3. Highlight the desired item(s).
4. Click on **Declare Lost**.
5. If you are sure you want to make the selected item(s) lost, click **Yes** on the dialog window that opens.
6. Complete the process in the **Lost Item Fee** window where you may forgive a portion or all of the charge, take a payment, and print or email a receipt.

Processing a found item:

1. Bookdrop the item, and when asked if you would like to process the lost item, click **Yes**.
2. Complete the process in the **Process Found Item** window by refunding previous payments, forgiving remaining lost fees, or charging an extra fee.
3. Once done, click **Process**.

Process found item ?

Forgive remaining charges and refund any payments for this previously lost item.

Darla Anderson
1001

For:
21924 Frankenstein

Send receipt

☐ Print

☒ Email danderson@dayrep.com

Refund options (\$0.00)

Method	Amount
Cash	\$
Method	Amount
Forgive	\$
Method	Amount
Charge extra fee	\$

☒ Forgive remaining balance (\$20.00)

Refund note

Found item -- Lost fee forgiven

CANCEL **PROCESS**

Discarding Item Copies

To discard a single damaged item:

1. Select **Discard Mode** from the **Circulation Mode** dropdown menu or type **DM** in the **Command Line** and press **<enter>**. Select **Damaged** for the discard reason.
2. Scan or type the barcode for the damaged item to be discarded. The **Discarded Copies** patron will become the **Current Patron**.
3. Scan or enter the barcodes of all items you are discarding.
4. To exit discard mode, use the mode menu to go back to **Check Out** or use the **X** command to clear the current patron and item and reset back to **Check Out** mode.

4 Handling Charges and Fines

Charges include the end result of overdue fines, lost or damaged fees, and manually-charged amounts. Overdue fines continuously accumulate until items are returned. Once the item is returned, the fine becomes a charge.

Alexandria Hi, Demo COMPanion Demo

Circulation Check Out (.) Enter a command or barcode

Dan Sagaser

1022 High Student
Haderlie / Plummer Grade: 09
No Items Checked Out Lexile Score: 1227 SAT
Charges \$41.00 Reading Level: 9.9
Credit \$0.00
3 Holds

No current item

Charges (F)

Date	Type	Balance due (Amount - Paid Forgiven)	Charge note
01/30/2023 12:25 PM	Overdue Fine Was Due:01/25/2023	\$0.50 (\$0.50 - \$0.00)	11768 Prince Caspian
01/30/2023 12:25 PM	Fee	\$20.00 (\$20.00 - \$0.00)	11768 Prince Caspian
01/30/2023 12:23 PM	Overdue Fine Was Due:01/25/2023	\$0.50 (\$0.50 - \$0.00)	11215 Avalon High

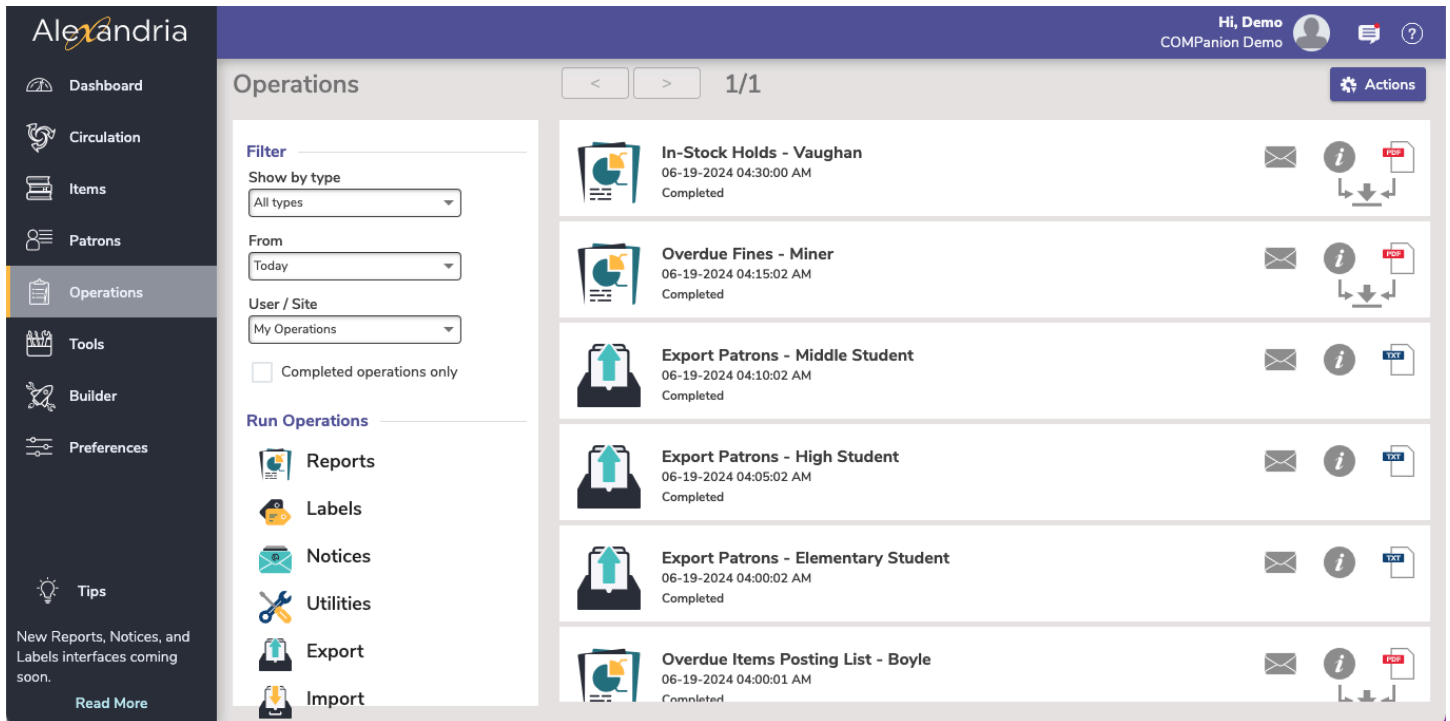
CHARGE MAKE PAYMENT FORGIVE CHARGE PRINT CHARGES

The **Charges** tab has two subtabs used for managing money in your library:

- **Charges:** On this subtab, you manage current charges and fines. From here, you can manually charge the current patron, process payments, and forgive charges.
- **Payments:** On this subtab, you manage past payments and credits. This includes issuing refunds, adding credit, or refunding credit.

OPERATIONS

Operations is where you access **Reports**, **Labels**, **Notices**, **Utilities**, **Exports**, and **Imports**, and contains the feed of recent operations for you to email, view, and download.



1 Reports

Alexandria's **Reports** interface allows you to create reports that only include pertinent information, such as records of interest, transaction types, and balance selections. You can also schedule reports and deliver their output via email, FTP, etc.

On the left, you'll have a list of your saved reports. To the right, you have the details pane, where you can add a report, see report schedules, and learn more about reports. Once a report is selected, it will show the details of the selected report.



Check out the [Complete Reports List](#) to learn what each report does, what you can use it for, and what the outputs look like.

Alexandria

Dashboard
Circulation
Items
Patrons
Operations
Tools
Builder
Preferences

Create new report
Browse through all the reports! For a complete list of reports and what they do, click the Help icon in the top right of the window.

Search

All Reports
Popular
Patrons
Titles
Copies
Circulation
Information
Charges and Payments
Notices
Reservations

Loaned Items Information
See loaned items (including temporary items) for selected patrons.

example example example

Brief Counts Only Detailed

Overdue Items Information
See information on overdue items for individual patrons.

example example example

CANCEL CREATE

To create a new Loaned Items Information report:

1. Go to **Operations > Reports**.
2. Click **Add report** or the **plus (+)** sign to the top right.
3. Use the **Categories** pane on the left to select **Circulation > Information**. Then select **Loaned Items Information** from the templates list to the right.
 - a. Turn on **Previews** to see examples of the different formats of the report!
4. Click **Create**.
5. Customize and build the new report by going through each of the different tabs, **Overview**, **Selections**, and **Options**.
6. Click **Run** in the bottom right corner of the window to queue the report in **Operations Management**. If you haven't saved the report and want to save the template and customizations for future use, click **Save and Run**.
7. Retrieve the report by going back to **Operations** or using the **Message Drawer**, then click the PDF icon once the report is ready.



Don't see a selection you like? Click **Show Additional Selections** at the bottom of the window to see more!

2 Labels

Labels in Alexandria allow you to customize and save barcode and spine labels for your items, as well as patron labels and library cards.

On the left, you'll have a list of saved labels. To the right, you have the details pane. Once a label is selected, it will show the details of the selected label report.

To customize and print new copy barcode labels:

1. Go to **Operations > Labels**.
2. Click **Add label** or the **plus (+)** sign to the top right.
3. Select **Copies** from the categories on the left, then **Copy Labels (3x10) – Barcode Labels** from the right.
 - a. Turn on the **Previews** to see an example of the labels!
4. Click **Create**.
5. On the **Overview** tab, customize your label name and add any specific notes.
6. From the **Selections** tab, use the **Copies added** field to enter the date range of when the items were added to Alexandria.
 - a. Alternatively, change the **Date Range** to a **Relative Date** of **This 1 Week** to print labels for items added in the current Sun-Sat week.
7. Customize the information printed on the label, and select any labels to skip from the **Options** tab.
8. Click **Run** – To save the label format for future use, customize the label name, and click **Save and Run**.
9. Retrieve the report by going back to **Operations** or using the **Message Drawer**, then click the PDF icon once the report is ready.



For labels to print correctly, set your printer page scaling to none or 100%. We suggest first printing a test page on a regular sheet of paper to ensure the labels line up!

3 Notices

Notices allows you to customize and save the email and print notices you send to your patrons. Print or send notices to remind patrons of items that are coming due, overdue, in-stock holds that are ready for pickup, and more!

Once you've opened Notices, on the left, you'll have a list of your saved notices. To the right, you have the details pane. Once a notice is selected, it will show the details of the selected notice. When adding a new notice, turn on the previews to view examples of the different notice formats!

To create a saved Overdue Notice Report and schedule it to be emailed weekly:

1. Go to **Operations > Notices**
2. Click **Add notice** or the **plus (+)** sign to the top right.
3. Select **Items Out** from the categories on the left, then **Overdue Items Notice** from the right.
4. Click **Create**.
5. On the **Overview** tab, click the **Schedule** checkbox.
 - a. Set the **Frequency** and the desired day and time the report will be run.
 - b. If you want to be notified once the notice has been sent, select **Notify** and enter your email address in the **Send notification to** field.
6. From the **Selections** tab, enter the selection criteria for the report including **Patron Status**, **Days Overdue**, **Patron Homeroom**, **Patron Grade**, and more.
7. On the **Options** tab, select the email format, which emails you want to notice sent to, if you would like to include cover art, and customize the letter text.
8. Click **Save** in the upper right-hand corner.



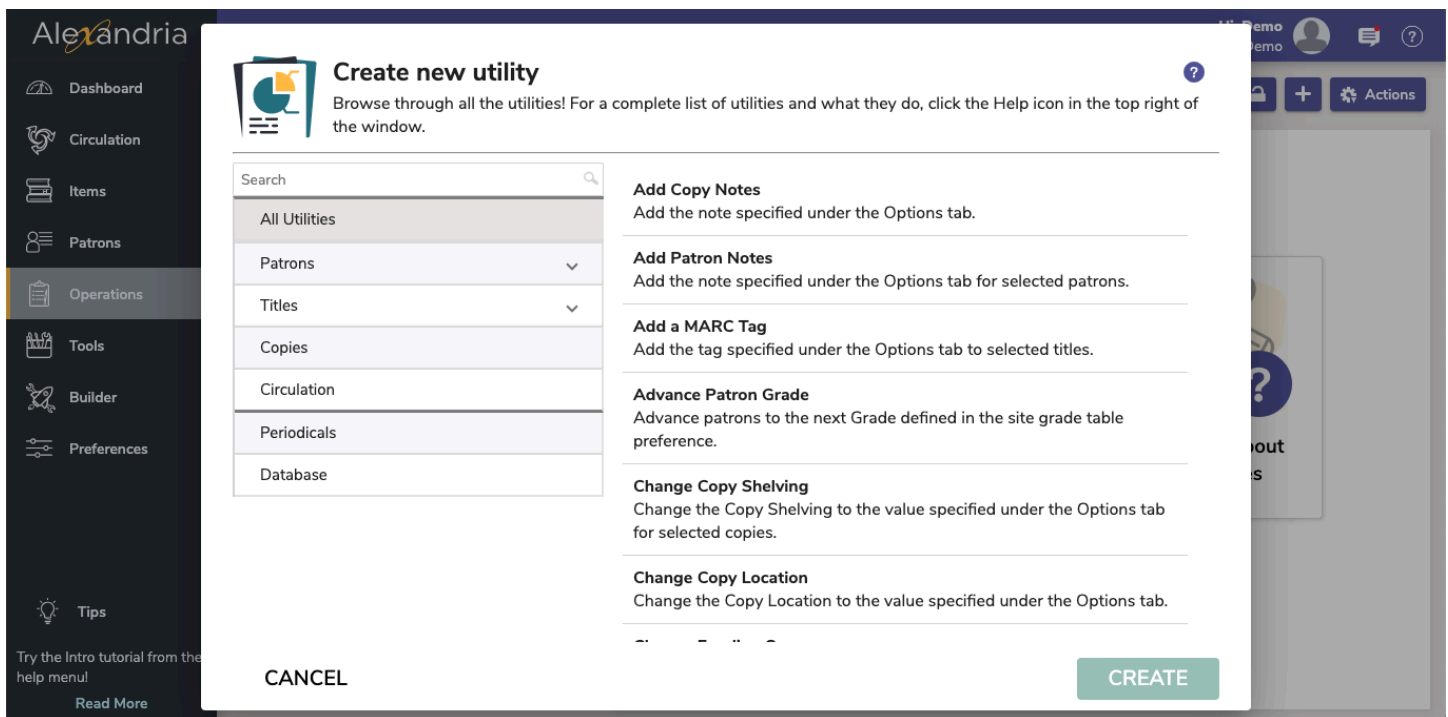
To send email notices through Alexandria, you will first need to set up your [Email Preferences](#).

4 Utilities

Utilities can be accessed by selecting **Operations** from the **Librarian sidenav**. Utilities are used to change large amounts of information in your database at once. The Utilities window allows you to create your own set of essential utilities; we provide the general templates that help you build utilities that modify, transfer, remove, update, or verify the information you require.

When adding new utilities, follow the same process used when creating reports by picking the proper category from the **Categories** pane and selecting the desired utility from the Templates pane. The rest of the process should look familiar to you from the **Reports** section covered previously.

Run the **Database Archive** utility before running any major operations to create an archive. That way, you can restore your old data if something goes wrong. Learn more about Archives on the [Support Center](#).



Alexandria

Dashboard
Circulation
Items
Patrons
Operations
Tools
Builder
Preferences

Tips
Try the Intro tutorial from the help menu!
[Read More](#)

Create new utility
Browse through all the utilities! For a complete list of utilities and what they do, click the Help icon in the top right of the window.

Search

- All Utilities
- Patrons
- Titles
- Copies
- Circulation
- Periodicals
- Database

Add Copy Notes
Add the note specified under the Options tab.

Add Patron Notes
Add the note specified under the Options tab for selected patrons.

Add a MARC Tag
Add the tag specified under the Options tab to selected titles.

Advance Patron Grade
Advance patrons to the next Grade defined in the site grade table preference.

Change Copy Shelving
Change the Copy Shelving to the value specified under the Options tab for selected copies.

Change Copy Location
Change the Copy Location to the value specified under the Options tab.

CANCEL CREATE



Check out the [Complete Utilities List](#) to learn what each utility does, when you might use it, and what certain options do.


3 Imports


There are times when you'll want to add information into Alexandria from outside sources (such as MARC records from book vendors, or patron information from a central database), called an **Import**. Our software supports the importation of patrons, items, and images.

Importing Patron Records

Patron records may be imported into Alexandria from a **tab-delimited file**. If you have a student information system (SIS) that can export student data in a tab-delimited format, please look at the fields in **Patron Management** to determine what information you wish to have exported from your student information system.

To import patron records:


1. Go to **Operations > Import**.
2. Unlock imports by clicking the **Lock** icon .
3. Click **Add import** or the **plus (+)** sign to the top right.
4. Select **Patrons** from the categories on the left, then choose how you would like to import your patrons.
 - a. **Import Patrons: Add or Update** will import new patron records and will look for existing records to update them with new information.
5. On the **Overview** tab, customize your import name and add any specific notes.
6. On the **Settings** tab, you will set the **Starting Patron Barcode** field that is used if barcodes are not included in your import file.
7. Set your default **Patron Policy** and **Security Group** on the **Defaults** tab.
8. Lastly, go to the **File Source** tab.

9. Click **Choose File** to browse and select the file to be imported.
10. Click **Skip first record** to indicate you are doing field mapping.
 - a. If you are using a file that has **Alexandria Headers**, you can skip to step 12.
11. Use **Files** to match the fields in the import file with the appropriate fields in the patron records by clicking and dragging the fields on the left to match up horizontally with the fields to the right. You will also want to click on the  next to the field name to turn on the fields you are importing.
12. Click on **Run** to queue the patron import.
13. Click **Run** – To save the import settings for future use, click **Save and Run**



Take the opportunity to add as many fields as you have available. Alexandria will fill in the **Username** and **Password** using the patron's barcode for the **Username** and their last name for the **Password** if one is not provided.

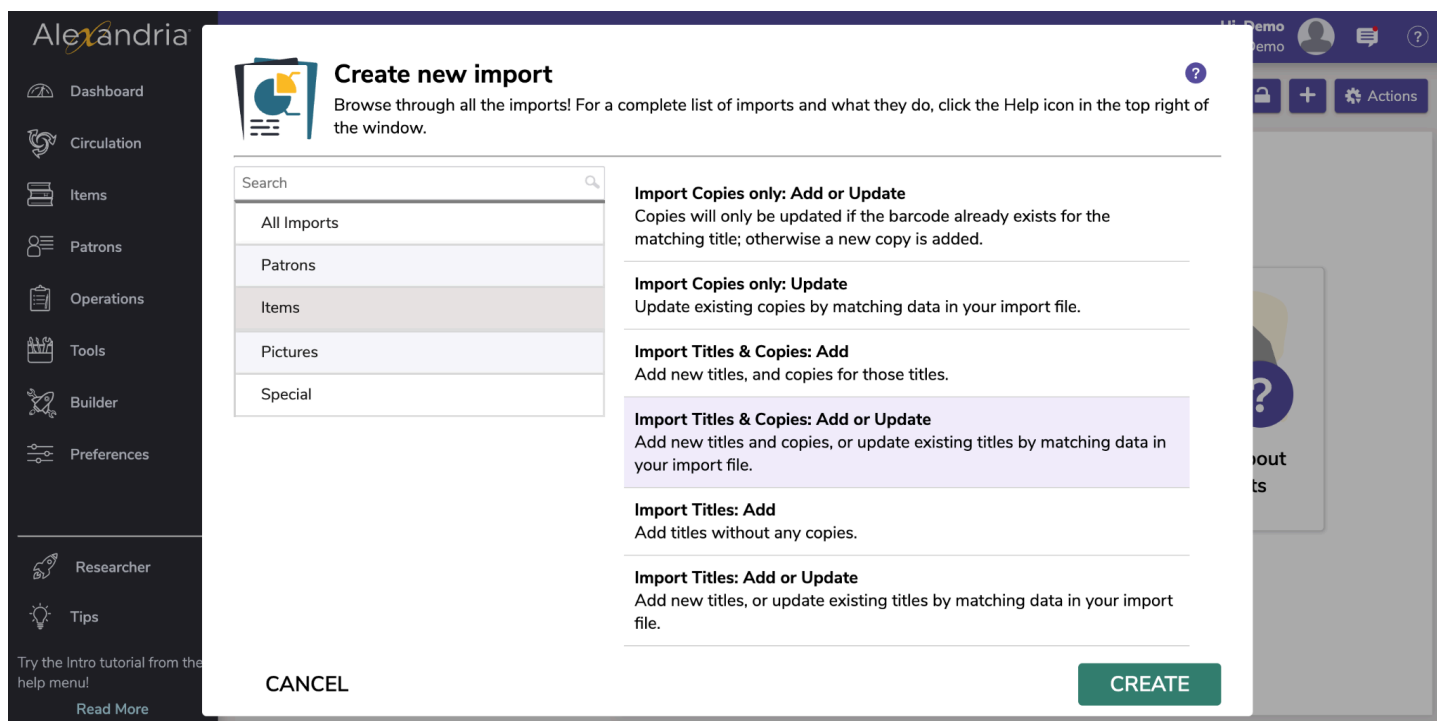
To import patron pictures:

1. Go to **Operations > Import**.
2. Unlock imports by clicking the **Lock** icon .
3. Click **Add import** or the **plus (+)** sign to the top right.
4. Select **Pictures > Import Patron Pictures**.
5. On the **Overview** tab, customize your import name and add any specific notes.
6. Use the **Settings** tab to specify how you want Alexandria to match the picture to the patron.
7. On the **File Source** tab, click **Choose file** to browse and select the folder containing the picture files.
8. Click **Run** – To save the import settings for future use, click **Save and Run**
9. The import will be queued in **Operation Management**.




The file needs to be zipped and 50 MB or smaller. If the file is larger than 50 MB, schedule an FTP import on the **Saved** tab. For best results, images should be approximately 186 x 240 pixels in size and either .jpg or .png in format.

Importing Items



To import item records from a vendor file:

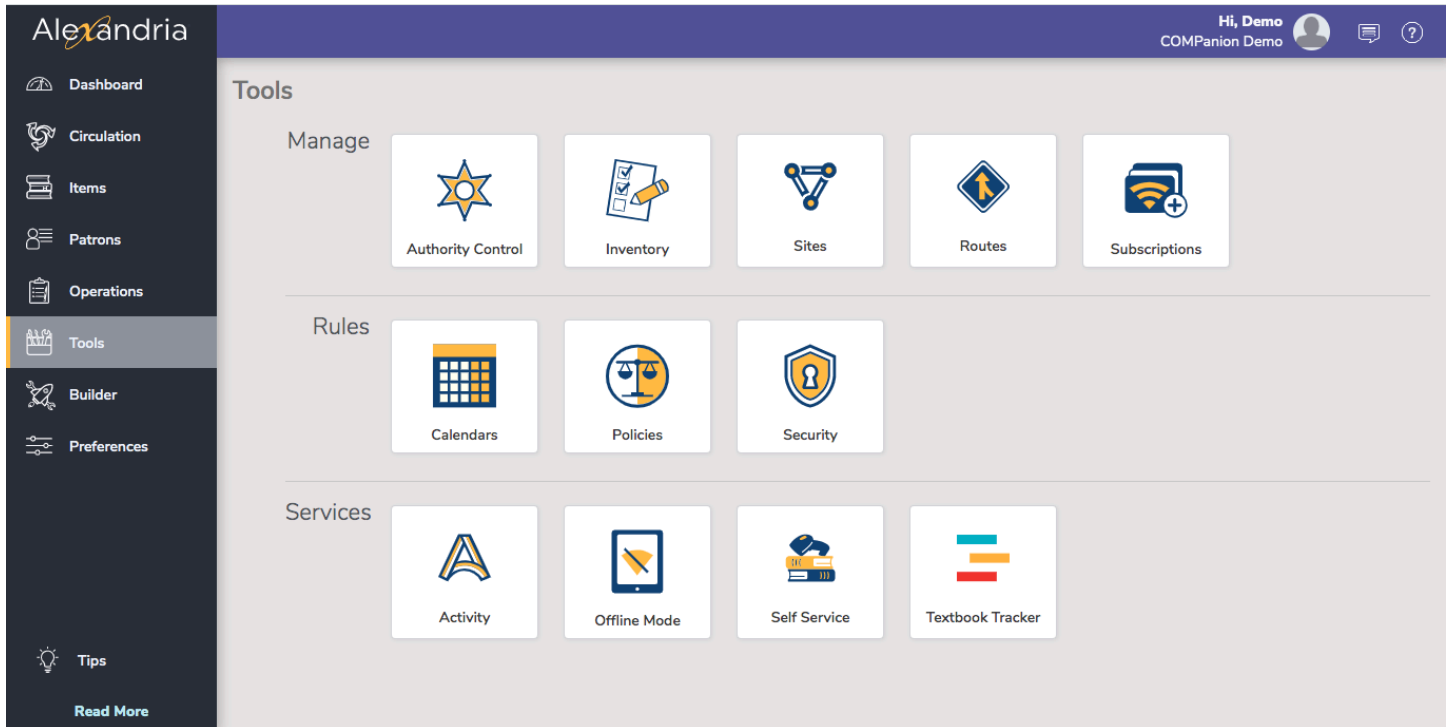
1. Go to **Operations > Import**.
2. Unlock imports by clicking the **Lock** icon .
3. Click **Add import** or the **plus (+)** sign to the top right.
4. Select **Items** from the categories on the left. Select **Import Titles & Copies: Add or Update**
 - a. Carefully review the descriptions of each of the import options to determine which import is best for you. For example, if you are importing **ebook** records, you would want to select **Import Titles: Add**, since ebooks don't have copies.
5. On the **Overview** tab, customize your import name and add any specific notes.
6. On the **Settings** tab, you will set the **Title Update Matching** rules and the **Starting Item Barcode** that is used if barcodes are not included in your import file or if duplicate barcodes are found.
7. Use the **Defaults** tab to set optional title and copy defaults.
8. On the **File Source** tab, ensure your **File type** is set to **MARC or MicroLIF**, then click **Choose File** to browse and select the file to be imported.
9. Click **Run** – To save the import settings for future use, click **Save and Run**



If you would like to run an archive before making mass changes to the database, for example, when running utilities or imports, please run the **Database Archive** utility (**Operations > Utilities > Database**).

TOOLS

Tools contains convenient shortcuts to a wide range of program and management tools that perform a variety of tasks.



1 Policies

POLICIES

Patron Policies establish circulation privileges for patrons, while the rules for circulating various types of items are established within the **Item Policies**. For example, you can set policies that allow fifth graders to check items out for longer periods of time than second graders; the borrowing period for reference items can be set for one day, while fiction and nonfiction works can be set for two weeks, etc.



Statistical data is generated within Alexandria is determined by the policies you create.

Alexandria Hi, Demo COMPanion Demo SYSTEM - A/TT

Policies

Patron Policies Elementary Student - ELEM

Check Out Overdue

Set loan rules for these patrons.

Maximum Loaned Items: 5

Items Are Due On: Any day ☐ Force

Use Calendar: Standard ☐ Only count open days in loan period ☒ Apply period due dates

Alert When Charges Exceed: \$25.00

Notes

Statistics Group: Elementary Student - ELEM

Exceptions

Item Policies Biography - BIO

Check Out Overdue

Set loan period and rules for these items.

☐ Electronic resource (show as ONLINE in Researcher)

Loan Period: Transaction Period [days] 14

Maximum Renewals: 1

Default Replacement/Purchase Cost: \$20.00

Loan Fee: \$0.00

Hard Due Date: mm/dd/yyyy

Notes

Statistics Group: Biography - BIO

When you first enter Alexandria, **Standard Patron** and **System Patron** are set as default patron policies while **Standard Item**, **System Item**, and **Textbook** are set as policy defaults for items. We suggest you adjust the settings for Standard Patron and Standard Item to reflect what would be applicable for the majority of your patrons and items so that if you ever forget to change a patron (or an item) policy to the appropriate policy, generally, your library's established procedures will be followed.

2 Security

SECURITY

Security preferences allow operators (with the appropriate authority) to modify existing or create their custom security groups. Set permissions for Management (patrons/items), Tools, Circulation, Preferences, Reporting/Operations, and Researcher/Account settings. In turn, these Security Groups (assigned to individuals in Patrons Management) determine what actions operators or patrons are permitted to perform. By default, Administrator-level access are the only security groups that allow you to do this.

Settings are listed top to bottom from least to most access.

The screenshot shows the Alexandria system's security settings. The left sidebar contains navigation links: Dashboard, Circulation, Items, Patrons, Operations, Tools (highlighted), Builder, and Preferences. The main content area is titled 'Security' and features a list of security groups on the left and configuration options on the right. The security groups list includes: District Administrator (0), Library Administrator (1), Textbook Administrator (1), Librarian (2), Textbook Manager (2), Library Staff (3), Library Aide (4), Bulletin Board Manager (5), Patron (5), Patron Limited (5), and Self-Service (5). The configuration panel on the right is divided into sections: 'Account' (with tabs for Account, Management, Circulation, Tools, and Operations), 'Patron Status', and 'Reviews'. The 'Account' section allows defining the security level (set to '1 - Administrator') and password strength (set to 'Regular'). The 'Patron Status' section allows choosing how much control patrons have over their accounts, with options for 'Edit Username and Password', 'Manage holds', 'Manage reservations', 'Renew library items', and 'Make payments'. The 'Reviews' section includes a checkbox for 'Do reviews require approval before being posted?'.

Alexandria Hi, Demo COMPanion Demo

SYSTEM - A/TT + Actions

Security

Security Groups
District Administrator (0)
Library Administrator (1)
Textbook Administrator (1)
Librarian (2)
Textbook Manager (2)
Library Staff (3)
Library Aide (4)
Bulletin Board Manager (5)
Patron (5)
Patron Limited (5)
Self-Service (5)

12

Account

Define the level of security you want to grant users of this group.

Security Level: 1 - Administrator Password Strength: Regular

Patron Status

Choose how much control patrons have over their accounts.

Patron Status: Edit Username and Passw...

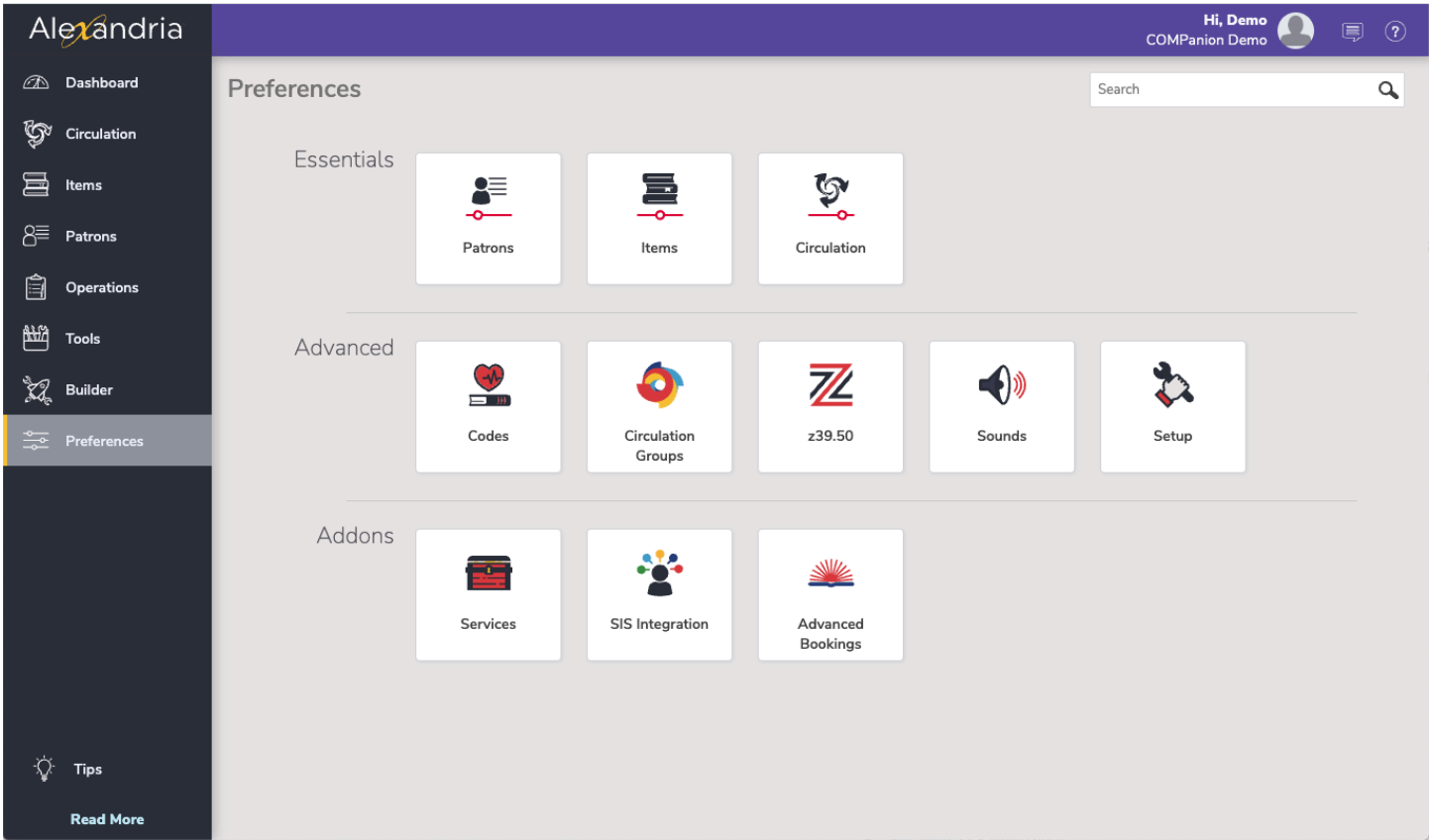
- ☒ Manage holds
- ☒ Manage reservations
- ☒ Renew library items
- ☒ Make payments

Reviews

Do reviews require approval before being posted?

PREFERENCES

The **Preferences** window is where you can customize Alexandria to suit your needs by setting system (i.e. “global”) and site (i.e. “local”) preferences.



PATRONS

Patron Defaults

Use these preferences to configure some of the default settings applied to new patrons when they are added to your system; for example, set the patron's **Default Policy** and **Next Barcode**.

Patron Rules

Set the default state of the Keep Patron History option for your patrons, and also choose to enable/disable patron card expiration dates.

Alexandria Hi, Demo COMPanion Demo SITE-A/TT

Preferences - Patrons

- Patron Defaults
- Patron Rules
- Patron Pictures
- Grade Table
- Lexile

Barcode

New patrons are assigned the next available barcode number unless you assign them a number manually. Set this field when you first configure Alexandria so that new patrons are automatically assigned barcodes that coincide with your numbering strategy.

Next Barcode
1100001

Policy

Policies control the rules of circulation and statistic groups. The default policy is applied when patrons are manually added or when the policy is unspecified in patron imports.

Default Policy
Standard Patron

Security

Security groups control user access to the program, so the default should usually be set to **Patron** or **Patron Limited**. The default security group is applied when patrons are manually added or when security group is unspecified in patron imports.

Default Security Group
Patron (5)

Patron Pictures

You can affix nearly any image supported by your browser (commonly accepted formats are .jpg, .gif, .png, or .bmp) into one of the three gender-based patron picture fields. If you don't have individual patron portraits assigned in the **Personal Info** tab of the **Patron Management** window, these pictures will be used instead. Optimal image size for patron pictures is 186 pixels wide by 240 pixels high.

Grade Table

Individually enter each grade level relevant to your union in the order they should be sorted and incremented. This is a simple list; the first entry in the **Grade Table** will be your first grade level, the second will be the next grade level, etc. The **Grade** and **Description** entries in the table are fully customizable, allowing you to use whatever terminology you desire.



Make sure the grades entered in the Grade Table and Patrons Management are the exact same. For example, if the grades in Patrons Management show as 01, 02, 03, and so on, then the grades in the Grade Table should show as 01, 02, 03, etc.

Lexile

The Lexile values established here are used to track your patron's reading progress as they move from kindergarten through high school.

ITEMS

Item Defaults

Configure some of the default settings that are applied to new items (i.e. title and copy records) when they are added to your collection.

Alexandria

Hi, Demo
COMPanion Demo

SITE-A

Dashboard

Circulation

Items

Patrons

Operations

Tools

Builder

Preferences

Tips

Read More

Preferences - Items

Item Defaults

Cataloging

Policy Mapping

Temporary Items

Call Numbers

Cover Art

How do you want your new items configured? Set defaults here, and you can individually change them on any record.

Barcode

New copies are assigned the next available barcode number unless you assign them a number manually. Set this field when you first configure Alexandria so that new copies are assigned barcodes that coincide with your numbering strategy.

Next Barcode *

1300000

Policy & Medium

Policies control the rules of circulation and statistic groups, and mediums are filterable and visible to your patrons in Researcher.

Default Policy

Standard Item

Default Medium

book

Policy Mapping

Centralized Catalog users often want items at their location to use their own policies (for better statistics reporting); the Policy Mapping preferences tab allows you to input lists of call number ranges which can be used to link import items (i.e. items entered via import only) to existing policies at your site. Provide an alphabetic value for call numbers beginning with letters of the alphabet (e.g. ABC) or a numeric value to designate call numbers that fall within a numeric range (e.g. 300-310).

Temporary Items

Use these settings to establish a “temporary item” barcode range. Any item loaned using a temporary item barcode number is considered a “temporary” check out—but only if that number hasn't been previously assigned to a patron or an item.

Call Numbers

These preferences are used to help manage and configure your catalog classification system so that you can allocate call numbers to your resources.

Cover Art

Titles without cover art show these default images based on medium. Turn on **Automatically Retrieve Cover Art During Idle Periods** if you want Alexandria to find cover art for you (using ISBN to match).

CIRCULATION

User Interaction

These preferences control the level of interaction that operators have with the program and what additional content is displayed.

Alexandria

Hi, Demo
COMPanion Demo

SITE-A

Preferences - Circulation

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

User Interaction

Circulation Rules

Receipt Content

Print Settings

Letters

Circulation Settings

Set interaction rules for when you are in Circulation, and choose which additional information you want to see.

Behavior

You can prevent unexpected check ins while in check out mode and ignore payment prompts when nobody is there to pay.

Check Out

Allow check in with confirmatio...

☐ Hide overdue payment windows in Bookdrop mode

Alerts

Turn on specific alerts so you don't miss a thing!

Alert for Copies from Different Sites

Never

☐ Show patron alerts on overdue items

☐ Show patron alerts on in-stock holds

☐ Show patron alerts for upcoming reservations

Circulation Rules

Configure general circulation settings for holds and reservations.

Receipt Content

If you print receipts for patrons at your site, these preferences allow you to customize the information printed on your receipts; this information applies whether you print an 8.5"x 11" receipt from a local or network printer or a 3" receipt from one of COMPanion's Receipt Printers.

Print Settings

These preferences activate the COMPanion Network Receipt Printer, which provides a convenient and economical means of printing receipts for common circulation transactions such as check outs, placed holds, fines, fees, payments, and refunds.

Letters

Customize and manage the messages that appear in the patron notices from your library; these include overdue notices, recall messages, etc.. Use the Letter Type section to select the notice to edit.

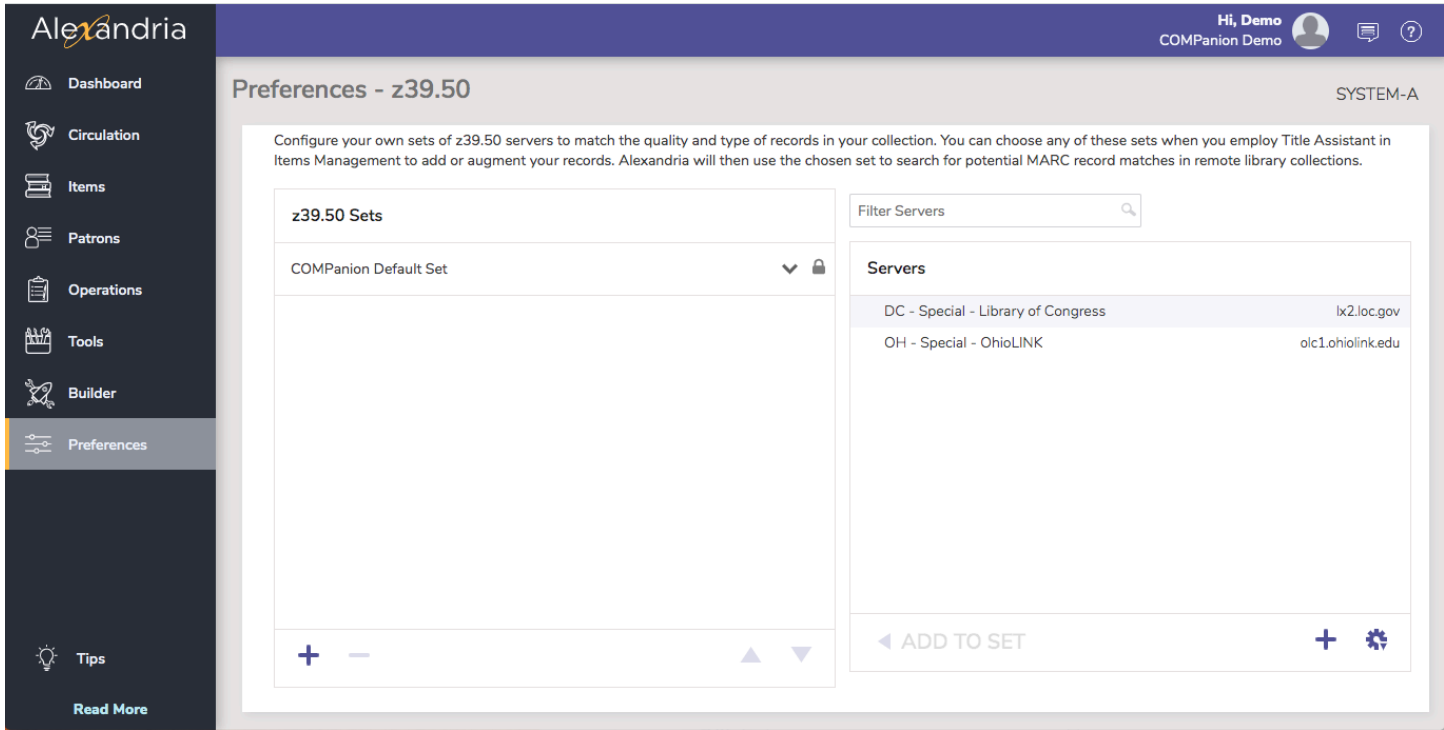
Circulation Settings

This is where you will Enable **Automatic Email Notifications**. For those in a Centralized Catalog environment, the Interlibrary Loans settings configure the default time periods (in days) allowed for items "in transit" or "in stock" before showing up in the In Transit to Current Site, Late in Arrival report.

Z39.50

Alexandria’s **Z39.50** preferences allow you to add, edit, test, or remove Z39.50 server addresses and even store them in “sets”.

The left-hand side of the Z39.50 preference contains the **Sets** pane, where all your sets are displayed in chronological order. The Sets list is essentially a collection of Z39.50 server addresses that you can **Add** or **Remove**. The footer contains tools for adding, removing, or rearranging Z39.50 server addresses within the set.



RESEARCHER



Alexandria **Researcher** is a collection of robust, visually engaging, and intuitive library search interfaces that appeal to children, teenagers, and adults. Both patrons and operators can search authorized collections over the web.

Researcher can be accessed from **Librarian** by selecting **Researcher** from the **Dashboard**. Otherwise, patrons can access the Researcher Hub directly from your Alexandria URL, or by appending /researcher to the URL of their favorite internet browser.



Use **Builder** > Display to set your logo, logo mark, and welcome message for Researcher, and to set the Researcher Pane. You can completely customize the buttons of the Researcher Pane in **Explore Builder**.

1 Search

Alexandria Search is our main OPAC, a customizable and powerful search with numerous tools that allow you to find exactly what you want. The most common way to search is using Smart Search, which allows you to enter any keyword and gives you the most relevant results. You can create more specialized searches by conducting an advanced search, and by adding filters—such as searching for titles that have won Awards, or searching for only eBooks.

Hi, guest
COMPanion Demo

log in

SearchBrowseExplore


Smart SearchVampires

Filters

Author22▼
Awards3▼
Genre9▼
Language1▼
Copy Location0▼
Medium4▼
Publication Year17▼
Study Programs▼
Rating4▼
Series11▼
CLEAR ALL

View: SummarySort: Relevance

AVAILABLE398.22 STR



Legends of Dracula

by Streissguth, Thomas 1958- | 1999


Series: A&E biography

RC Level: 7.8 Lexile: 1060

Discusses Vlad the Impaler, the historical person behind Count Dracula, describes how Bram Stoker came to write his famous novel about him, and examines how the character has been portrayed on stage and screen.

Stoker, BramVladVampires in literatureHorror tales, English -- History and cri...
Dracula, Count (Fictitious character)Horror tales, EnglishKings, queens, rulers, etc
Horror stories -- History and criticismVampiresKings and rulersHorror fiction -- History and criticism

AVAILABLE398.25 SCH



More scary stories to tell in the dark

by Schwartz, Alvin 1927- | 1984

RC Level: 4.6 Lexile: 760

More traditional and modern-day stories of ghosts, witches, vampires, "jump" stories, and scary songs.

Ghost stories, AmericanTales, AmericanHorror storiesGhostsHorror fictionHorror talesFolklore

50 results

FIND MORE

Available (hide "Out")

Print

Share

Lists

Tags

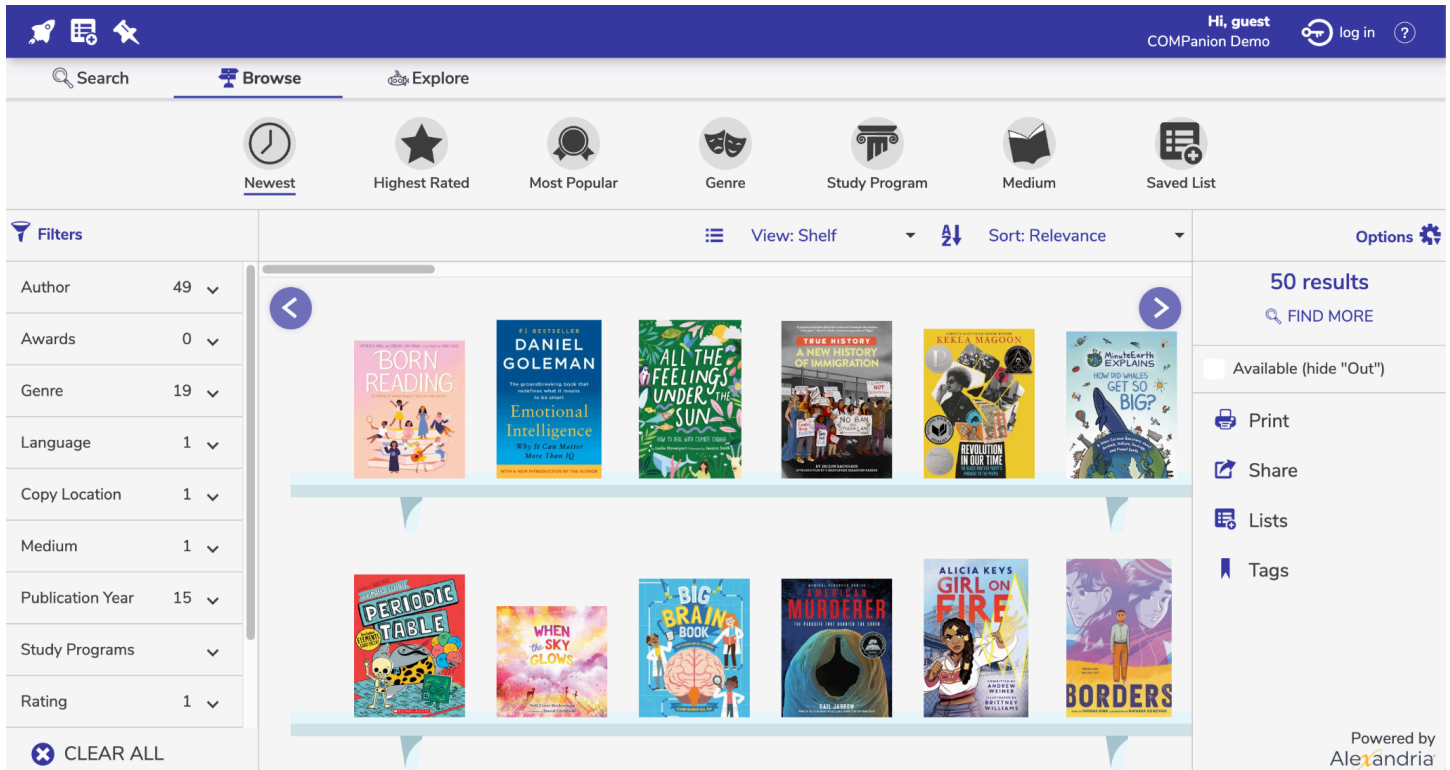
Powered by Alexandria

© 2025 COMPanion Corporation | All Rights Reserved

38

2 Browse

Browse is an engaging way to display your items in a shelf view, no searching required! Patrons can choose the highlighted items by using one of seven options. Some of the browse-by options are instantaneous (Newest, Highest Rated, Most Popular), while some require input from the user (Genre, Study Program, Medium, Saved Lists) to pick what they want to browse.



Browse by Newest is where patrons can view up to 50 of the most recently added titles to your library that have been added in the last 180 days.

Highest Rated will display up to 50 of your library's highest-rated items.

Most Popular, view the most 'popular' items in your library. Popularity is calculated based on accession date, checkouts, holds, ratings, and more.

Genre allows patrons to choose up to 10 different genres to view at a time and will sort the items in Title Call Number order.

Study Program, use this option to limit results to particular study program levels or ranges.

Medium, if you aren't sure what kind of item you want, but you know the medium, this is a great place to start!

Saved List, browse any list that is shared as Searchable.

3 Explore

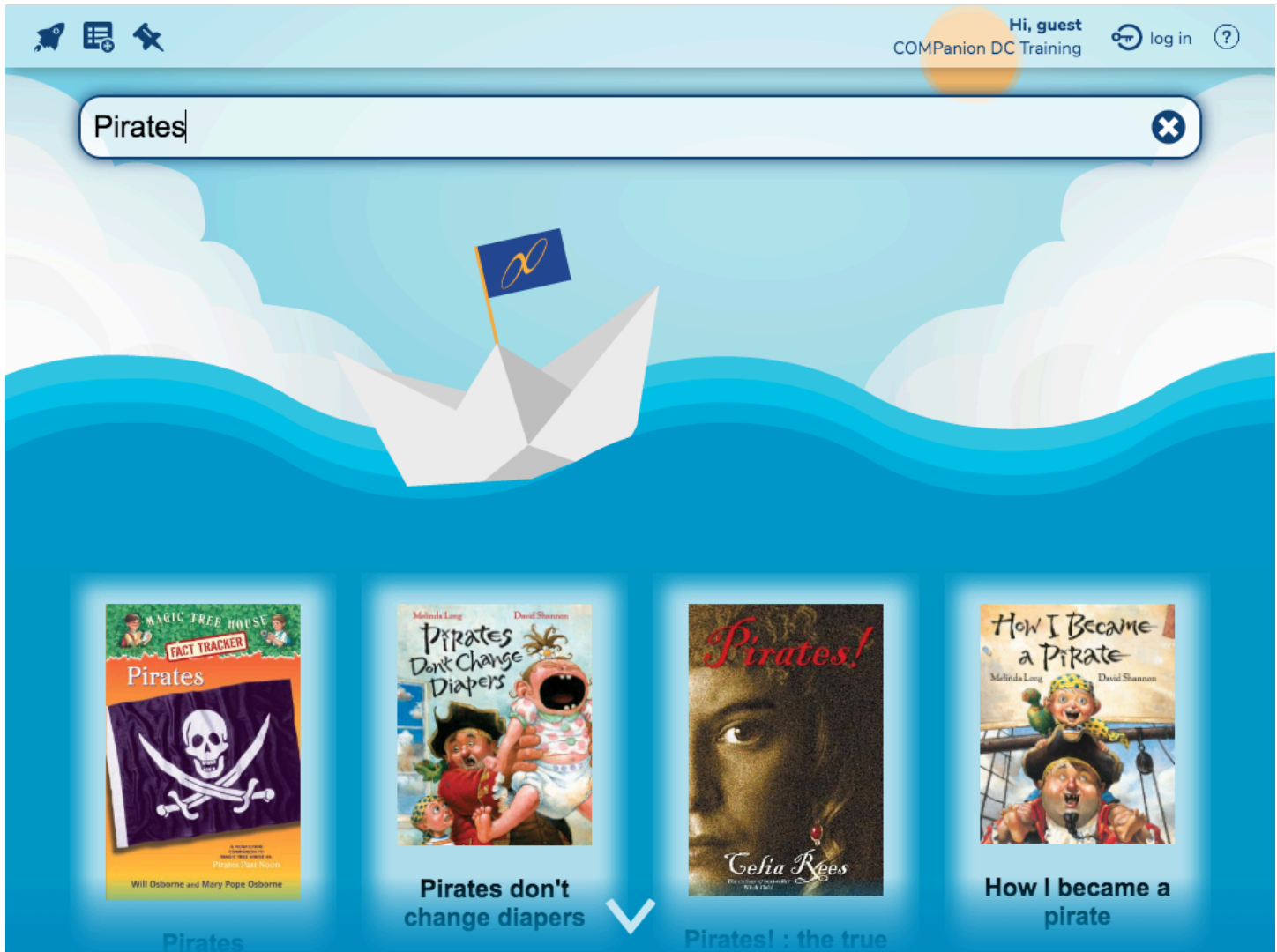
Alexandria's Explore is a visually engaging, graphical interface that uses large, clickable icons to locate items or resources in your collection. It's perfect for separating your catalog into Collections. Additionally, the entire visual interface can be completely customized and used in a number of different ways to meet the needs of your library. Customize Explore with **Explore Builder**.

To search using the Alexandria Explore interface, click on any one of the picture buttons. Some of these pictures will perform instant searches, others will take you to new panes, and some can even open outside websites in a new tab of your web browser.

The screenshot displays the Alexandria Explore interface. At the top, a navigation bar includes icons for Search, Browse, and Explore, along with user information (Hi, guest), a demo label (COMPanion Demo), and login/logout options. Below the navigation bar is a grid of 16 holiday-themed icons: April Fools Day, Christmas, Columbus Day, Easter, Father's Day, Fourth of July, Halloween, Hanukkah, Labor Day, Memorial Day, Mother's Day, New Year's Day, Presidents Day, St. Patrick's Day, Thanksgiving, and Valentine's Day. The interface is divided into three main sections: Filters on the left, a central content area, and Options on the right. The Filters section includes dropdown menus for Author (9), Awards (1), Genre (3), Language (1), and Copy Location (0), along with a CLEAR ALL button. The central content area shows a search result for 'Valentine's Day disaster' by Stilton, Geronimo, published in 2006. The result includes a book cover, a star rating of 4.3, and a 'Fiction' tag. The Options section on the right indicates 9 results, a 'FIND MORE' link, and options to 'Available (hide "Out")', 'Print', 'Share', and 'Lists'. The interface is powered by Alexandria.

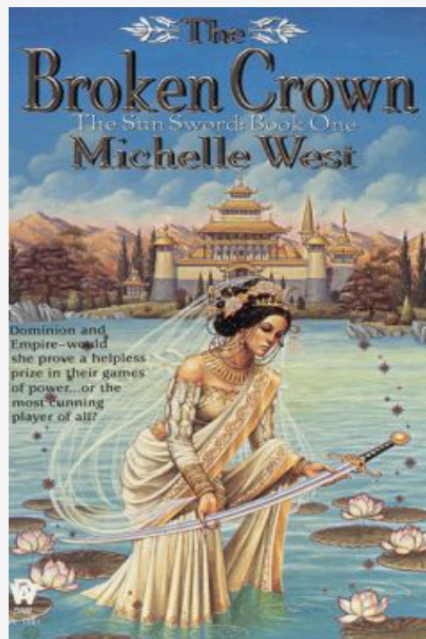
4 Scout

Scout is a fast, powerful, and genuinely intuitive smart search that favors titles, authors, series, and subjects before all other results—the most relevant items are returned first, and exact matches are given priority over other keywords.



5 Slideshow

Slideshow is a fun way to dynamically display a range of titles from search or saved results to promote a theme or subject. You can run Slideshow on a TV monitor, or set it up on a computer or tablet so patrons can select items in the list. It's a great way for your students to see some of the items available in your library without logging in to Researcher.



FIC WES

★★★★★ (0 reviews)

The broken crown

West, Michelle


Treachery threatens the Dominion of Annagar as two power-hungry men--a skilled general and a sorcerer--seek to overthrow the clan of Leonne, whose control over the magic of the sun sword has kept the peace.

11 / 17





6 Bulletins

Bulletin Board Management allows you to create virtual boards where you may post and share public bulletins. Create notices for your library, student-based clubs, and upcoming school events; these bulletins can contain both text and images. Bulletins may also contain links to outside reading lists or anything with an associated URL; these optional URLs will open in a new browser tab/window.



Hi, guest
COMPanion Demo

 log in 


Library Book Club

Back to bulletins home

Meeting Times


The Library Book Club meets once a week in the library:
Tuesdays at 4pm

Book Club Rules




To join the book club, sign up with a librarian.

Literary Classics



"Shall I compare thee to a summer's day?" Join us to read and discuss the books and lives of prominent historical authors such as William Shakespeare, Jane Austen, Charles Dickens, and Charlotte Brontë. See the full [Classics Reading List here](#).

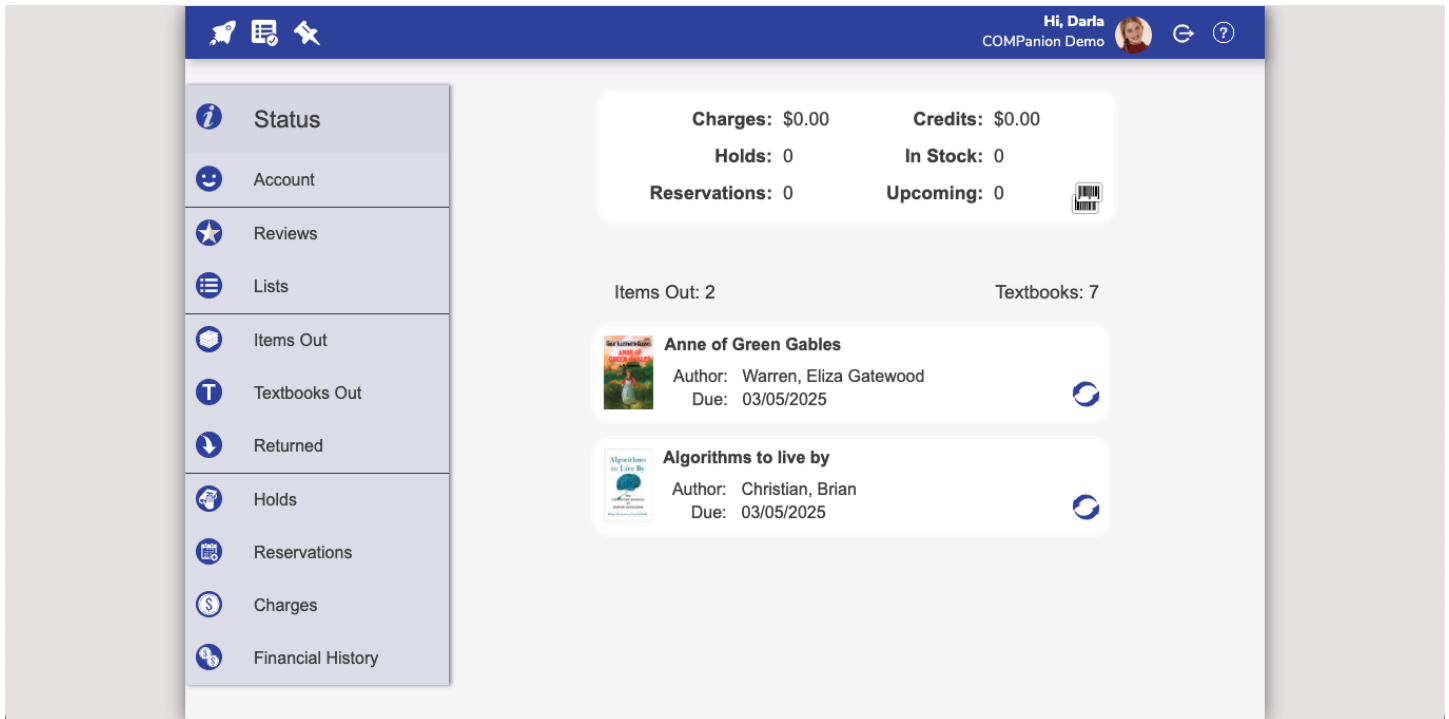
Here Be Dragons



Ahoy! Join us for loads of fun reading fantasy books like Narnia, Deltora, Harry Potter, and Dragonriders of Pern. Check out our [Reading List](#) to see all the titles you can earn points for (Requests welcome!)

7 Patron Status

Patron Status is your patron's portal to their personal library account. It's where users can check their account status, view their holds and charges, renew items they've checked out, and more. They can manage their account from home (or anywhere else!) so they can spend more time reading.



Enjoy Alexandria!

For more information, contact Alexandria Customer Support. As long as your site's software subscription is current, anytime you have a problem or a question, you have access to COMPanion's Customer Support Team.

1 (800) 347-4942 | support@goalexandria.com

Or visit our online Support Center at support.companioncorp.com/display/ALEX.