Alexandria Circulation Commands

B – *Item Code*   **Set Bookdrop Mode.**
Bookdrop is used to check in a large number of items. "B3000" bookdrops just item 3000. Type "B" to start Bookdrop mode.

C – *Call Number*   **Locate a Title by call number.**
"C100.34" looks for this call number.

E   **Receive Subscriptions.**

F – *Amount Comment*   **Record a Fine or Fee.**
"F3.25 BOOK CLUB" records a BookClub fee of $3.25.

G – *Item Code*   **Place a Forward Reservation.**
"G3000" reserves item 3000.

H – *Item Code*   **Place a Hold Request for a Title.**
"H3000" places a Hold Request on the title that contains item 3000.

I – *Date*   **Set Inventory Mode.**
"IDEC15 92" to start inventory for this date. Type "I" to start inventory for today.

J – *Item Code*   **Reserve Request.**
"J3000" places a reserve on item 3000.

K – *Item Code*   **Recall Item.**
"K3000" marks item 3000 for recall.

L – *Name*   **Locate Patron.**
"LJONES" locates Patrons with last name of Jones.

M – *RouteCode = ItemBarCode*   **Issue Routing Slip.**

N – *New Location*   **Change Patron Location** (homeroom).
"NR301" marks Patron location R301for the next patrons. Type "." to stop.

O – *Bar Code*   **Automatic Overnight Check-out of Item.**
"O3000" checks item 3000 out for one night only.

P – *Patron Code*   **Set Current Patron.**

Q – *Bar Code*   **Display Patron or Item Status.**
"Q3000" displays status of Patron or Item 3000.

R – *Item Code*   **Renew Item for Current Patron.**
"R3000" renews item 3000. Type "R" to start Renewal mode.

T – *Title*   **Locate Item by Title.**
"TTHE WIZARD OF OZ" locates this title.

UI – *ItemPolicyName*   **Change Item Policy.**

UP – *PatronPolicyName*   **Change Patron Policy.**

UR   **Restore Policies.**

V – *Type Keyword*   **Catalog Items** (Assign Keywords).

X – *Bar Code*   **Make a Patron or Item current.**
"X3000" makes Patron or Item 3000 current

Y   **Start Statistics Mode.**
Computes statistics as a 1-day check-out without actually checking the book out. This is especially useful when computing "in-library" useage statistics.

Z   **Clear Transaction List.**

.ddmmyy   **Set Default Due Date.**

/OldCode=New Code   **Change a Bar Code Number.**
"/3000=3001" changes bar code 3000 to 3001 for a Patron or Item.

.   Clear default due date.
=   Use current item code.
*   Read portable bar code reader.
+   Show patron notes.

Alexandria Circulation Commands

++	Show item notes.
+++	Print transaction list.