

Creating Themed Displays

Have you been wanting to create displays in your library? Whether for New Arrivals or themed for Halloween or Christmas, you can use Alexandria to keep track of items On Display.

There are two ways you can do this, depending on whether you want to allow the displayed copies to be checked out or not.

No Checkout

If you're not allowing checkout, the first thing you'll do is create a new patron On Display.

Change their Policy to *System Patron*, then we'll make the barcode 51 for this example.

Then you can check out all the items for your display to this System Patron.

You can also check out Temporary Items for other things in the display.

These items now cannot be checked out.

When you are finished with the display, all you need to do is check in all the items checked out to On Display.

Checkout OK

If you want the items on display to be available for checkout, like for New Arrivals, instead of creating a patron, you can change the Copy Location or Copy Shelving.

Do this manually, or use a Utility.

For example, Change Copy Location, under Options fill in On Display, and under Selections check Show Additional Selections and fill in the Copies with Barcodes field.

In version 6 this would be Replace Information replacing Copy Location, select by Barcode List, and enter the barcodes.

Run the utility, and these items will be available for checkout while their locations show they are part of the display.

When you are finished with the display or when an item is no longer part of a display, you can change the location manually, or use a Utility.

You can use the same utility as before, selecting by Copy Location On Display (or by a list of barcodes) and entering the original location if there was one, or leave it blank to clear the field.

Or if they come from different locations, use the CH command in circulation and scan the items back to their correct locations.