

ALE Application: Setting Up and Using the Library

The ALE Library is accessed via a separate **Librarian Role** that must be added to users who need to access the system.

Quick Links

Library Setup	Setting the Default Check In Date	Checking Out Items	Viewing and Renewing Check Out Copies
Adding Titles and Copies	Setting the Max Number of Items Per Person	Checking In Items	Printing the Checked Out Items Report

Library Setup (Back to [Quick Links](#))

The first step in adding library items is to create **Media Types**, **Subjects**, and **Locations**. Select **Manage** from the left-hand navigation menu, then choose **Media Types**. Next, click on **Add Record**.



The screenshot shows the ALE Librarian interface. On the left, the 'Manage' menu is expanded, with 'Media Types' selected. The main content area shows 'ALE LIBRARIAN Media Types' with a table of 'Ale Librarian Media Types (2 records)'. The first record is 'book' and the second is '5.25" floppy disk'. An 'Add Record' button is visible in the top right, with a red arrow pointing to it. A 'Row Actions & Options' menu is open for the first record, showing 'Edit' and 'Delete' options, which are highlighted with a red box.

Enter the name of the **Media Type** and click **Add**.

Add Record Add

Add Library Media Type

Media Type (required)

Record

The same steps can be taken to create **Subjects** and **Locations** from the left navigation menu.

Once these records are created, they can be managed by clicking the **Row Action & Options gear** and selecting **Edit** or **Delete**.

ALE LIBRARIAN
 Media Types

Ale Librarian Media Types (2 records)

Media Type

book

5.25" floppy disk

⊕ Add Record

⚙

⚙

⚙

⚙

Row Actions & Options

Edit

Delete

Adding Titles and Copies (Back to [Quick Links](#))

Once Media Types, Subjects, and Locations records have been created, then **Titles** can be added similarly. First, try a **Simple Search** for the **Titles**, **Keywords**, or **Descriptions** by entering it in the **Search** field, then click **Set**.

Ale Librarian Titles

✓ Set ✕

⤴ Simple Search

Each word will be searched across all Titles, Keywords, and Descriptions

Search (optional)

Advanced Searches with other information such as Title, Location, Identifier, Barcode, Author, Keywords, Subject, and Media Type may also be done.

Ale Librarian Titles

✓ Set ✕

⤴ Advanced Search

Please make at least 1 selection

Title (optional)

Location (optional) Select

Identifier (optional)

Barcode (optional)

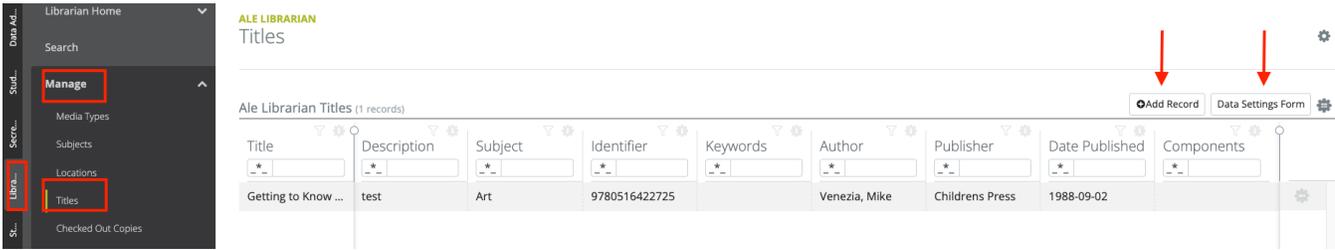
Author (optional)

Keywords (optional)

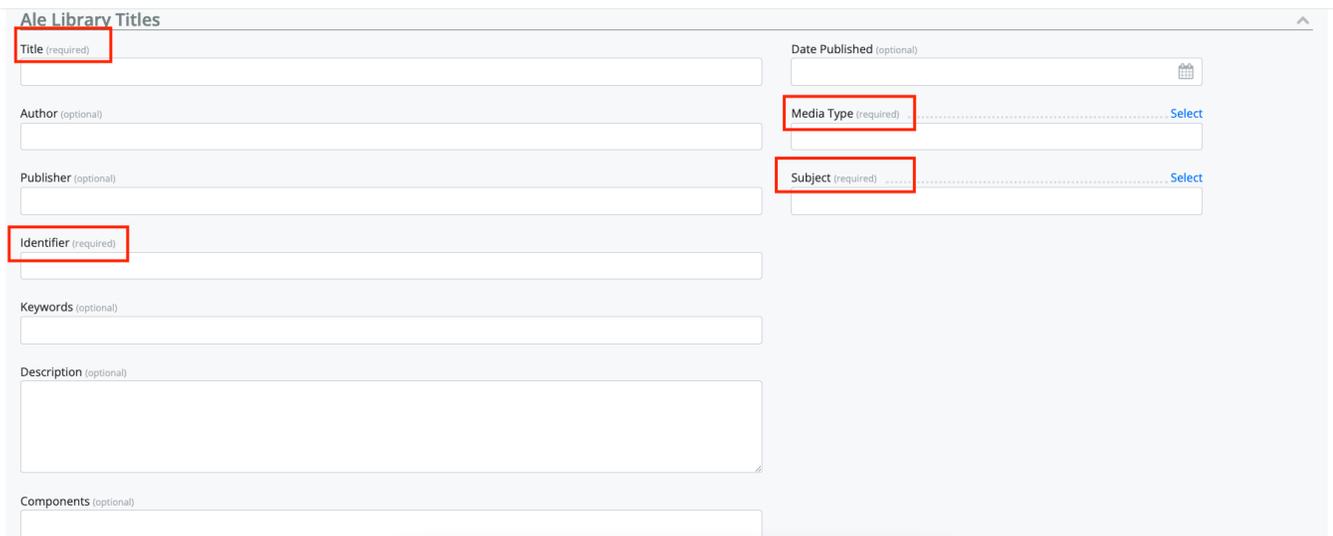
Subject (optional) Select

Media Type (optional) Select

A list of titles will be displayed. To return to the search, click **Data Settings Form**. To add a title, click **Add Record**.



Add Record



- **Title (Required)**
- **Author (Optional)**
- **Publisher (Optional)**
- **Identifier (Required)**, e.g. ISBN
- **Keywords (Optional)**
- **Description (Optional)**
- **Components (Optional)**
- **Date Published (Optional)** - Select from the calendar
- **Media Type (Required)** - Select the **checkmark** from the drop-down menu
- **Subject (Required)** - Select the **checkmark** from the drop-down menu

Adding any of the optional fields can be helpful for searches. Click **Validate** when finished.

Titles can be managed via the associated **Row Action & Options** gear to **Edit**, **View History**, **Delete**, or **Clone**.

In the **Edit Record** modal, individual copies of this title can be added using the **Add Record** button at the bottom.

ALE LIBRARIAN
Titles

Ale Librarian Titles (1 records) Add Record Data Settings Form

Title	Description	Subject	Identifier	Keywords	Author	Publisher	Date Published	Components
Getting to Know ...	test	Art	9780516422725		Venezia, Mike	Childrens Press	1988-09-02	

Row Actions & Options

- Edit
- View History
- Delete
- Clone

Edit Record

Update

Ale Library Titles

Title (required)
Getting to Know the World's Greatest Artist - Rembrandt

Author (optional)
Venezia, Mike

Publisher (optional)
Childrens Press

Identifier (required)
9780516422725

Keywords (optional)

Description (optional)
test

Components (optional)

Date Published (optional)
9/2/1988

Media Type (required)
book

Subject (required)
Art

Ale Librarian Title Copies (4 records) Add Record

Library T	Title Barc	Is Checke	Last Che	Due Date	Cost	Order
Getting...	123456	No	2023-0...	2023-0...		
Getting...	234567	No	2023-0...	2023-0...		

This is where separate copies of the same title would be recorded and distinguished. Note: The **Barcode** will be entered/scanned when checking out. Click **Validate** when finished.

Add Record

✓ Validate ×

▲ Ale Librarian Title Copies

Title (required)

Barcode (optional)

Cost (optional)

Condition (optional)

Status (optional) [Select](#)

Notes (optional)

Date Lost or Depleted (optional)

Source (optional)

Order Number (optional)

Location (required) [Select](#)

- **Title (Required)**
- **Barcode (Optional)**
- **Cost (Optional)**
- **Condition (Optional)**
- **Status (Optional)**
- **Notes (Optional)**
- **Date Lost or Depleted (Optional)**
- **Source (Optional)**
- **Order Number (Optional)**
- **Location (Required)**

These individual copies of the same title can be managed via the associated **Row Action & Options gear** to **Edit**, **Delete**, or **Clone**.

Library Title	Title Barcode	Is Checked C	Last Checker	Due Date	Cost	Order Num	Condition	Location	Status	Notes	Date Lost or	Source
Getting to K...	123456	No	2023-05-16	2023-06-14				Library		these are th...	2/10/2022	the source
Getting to K...	234567	No	2023-06-09	2023-06-12				Art Room	Lost	this was lost	2/11/2022	
sadf		No						Library			2/3/2022	
Getting to K...	987654	No	2023-06-01	2023-06-14				Art Room	Available	testing	1/31/2022	

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Page 1 of 1

Row Actions & Options

Edit

Delete

Clone

Once titles have been added, you can search the library collection using the **Search** in the left-hand navigation menu. This will display a table with all library titles that can be **filtered** for easy searching or the **Data Settings Form (Simple/Advanced Search)**.



Title	Author	Publisher	Published Date	Identifier	Keywords	Description
Crime and Punishment	Dostoyevsky	amazon.com	May 14, 2020	Identifier	Classic,Literature	Where do I begin...
Brave New World	Huxley	pub	May 15, 2020	id	#hashtag	wow
ADD COST				gasdffs		
ADD TEST	Dam Harmon	ABC	August 11, 2020	65461651	casita	books bookbs boskdfjn
Corey Test				5214963		
The Tale of Desprea...	Kate DiCamillo	Candlewick Press	October 1, 2003	0-7636-1722-9	mouse, adventure, pr...	Welcome to the story...

Library Title Search

Set

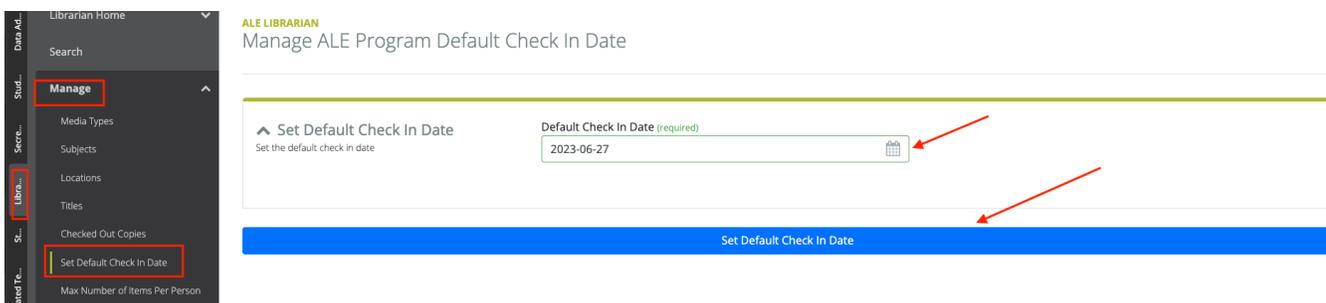
▼ Simple Search

▼ Advanced Search

Setting the Default Check In Date [\(Back to Quick Links\)](#)

The Default Check In Date will automatically populate in the **Due Date** box when checking out or renewing an item in the library. You can change the date from the default when checking out or renewing an item from the pages for those actions if necessary.

You can set this default by selecting **Manage** from the left navigation menu, then choose **Set Default Check In Date**. Select a date, then click **Set Default Check In Date** to save your changes.



Set Default Check In Date

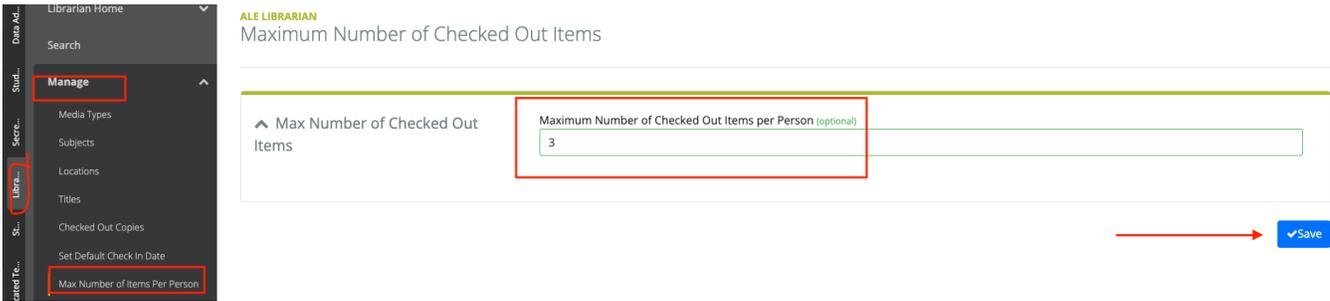
Default Check In Date (required)

2023-06-27

Set Default Check In Date

Setting the Max Number of Items Per Person (Back to [Quick Links](#))

The setting for Max Number of Items Per Person lets you set a number for the amount of items that individuals can have checked out from the library at one time. This can be set by selecting **Manage** under the left navigation menu, then choosing **Max Number of Items Per Person**. Fill in the number, then click **Save**.



Librarian Home

Search

Manage

Media Types

Subjects

Locations

Titles

Checked Out Copies

Set Default Check In Date

Max Number of Items Per Person

ALE LIBRARIAN

Maximum Number of Checked Out Items

Max Number of Checked Out Items

Maximum Number of Checked Out Items per Person (optional)

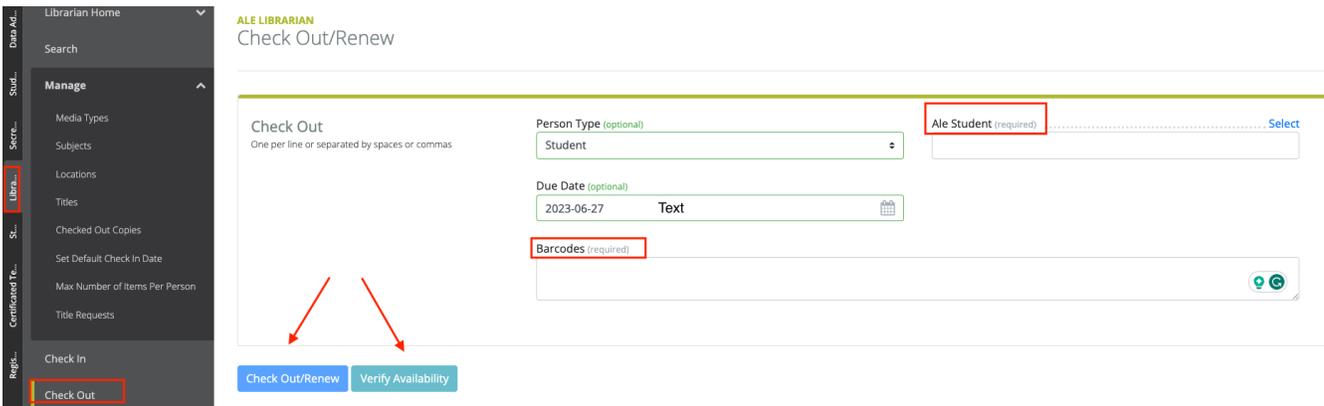
3

Save

Checking Out Items (Back to [Quick Links](#))

Choose **Check Out** from the left-hand navigation menu to check out books for individual students.

- **Person Type (Optional)** - Select Student, Parent, or Teacher from the drop-down menu.
- **Name (Required)** - Select the **checkmark** next to the name.
- **Due Date (Optional)** This will autofill with the default date when setting up the Library. You have the option to select a different date.
- **Barcodes (Required)**



Librarian Home

Search

Manage

Media Types

Subjects

Locations

Titles

Checked Out Copies

Set Default Check In Date

Max Number of Items Per Person

Title Requests

Check In

Check Out

ALE LIBRARIAN

Check Out/Renew

Check Out

One per line or separated by spaces or commas

Person Type (optional)

Student

Ale Student (required)

Select

Due Date (optional)

2023-06-27 Text

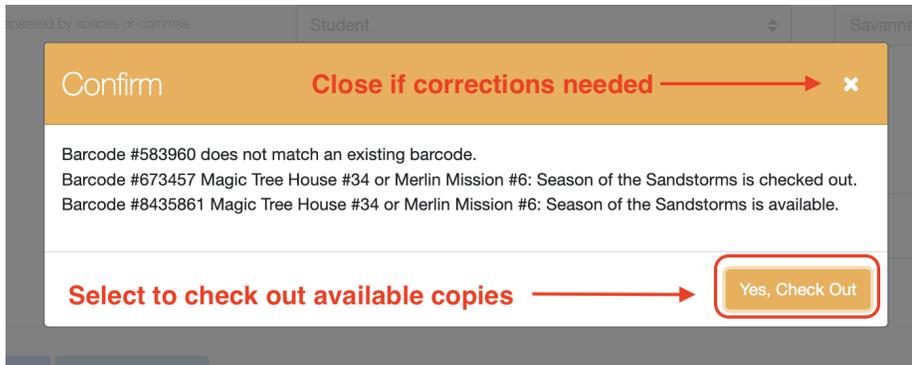
Barcodes (required)

Check Out/Renew

Verify Availability

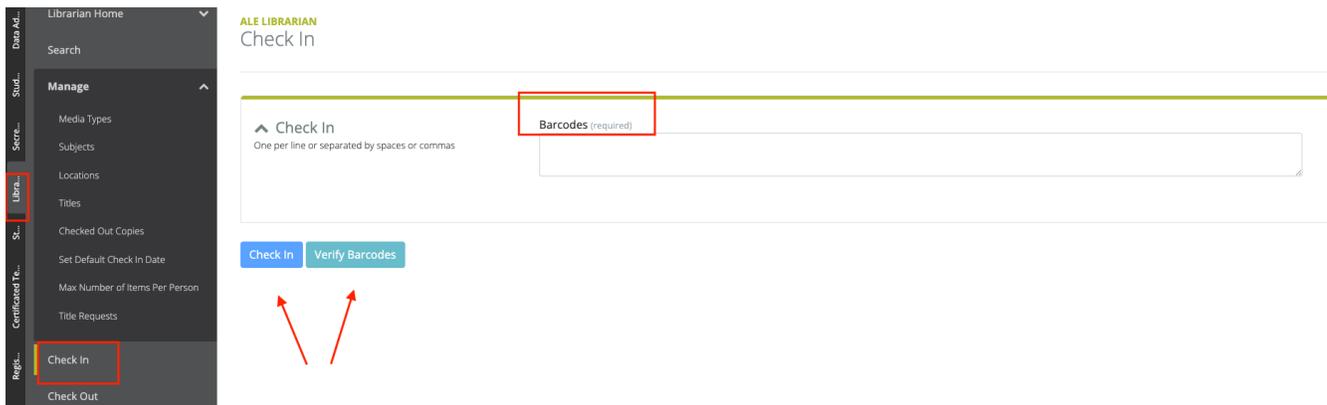
Once finished, click

- **Check Out/Renew** - This will tell the system to check out the items to the selected individual. NOTE: This will not give an error message if one or more entered barcodes are unavailable.
- **Verify Availability** - This will open a modal showing a list of the entered barcodes and their current status in the system. It will also state if a barcode does not currently exist in the system. Choose **Yes, CheckOut**, or click the "x" to close the modal and make any needed changes.



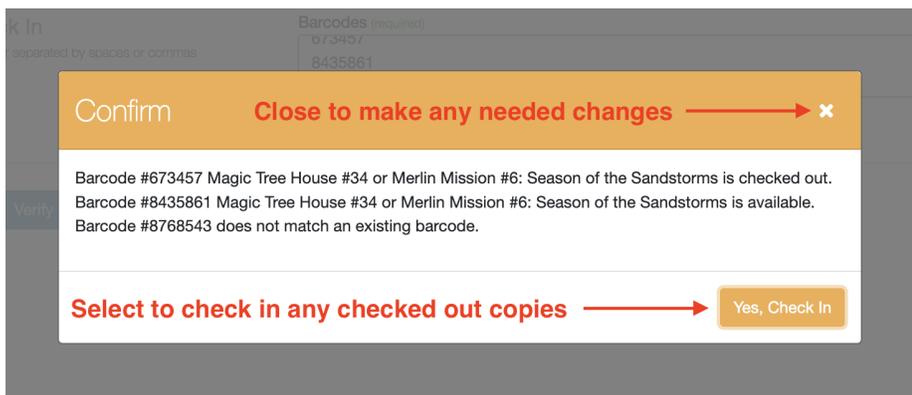
Checking In Items (Back to [Quick Links](#))

Use the **Check In** option from the left-hand navigation menu to check multiple items simultaneously. This is where you would input or scan **Barcodes (Required)**.



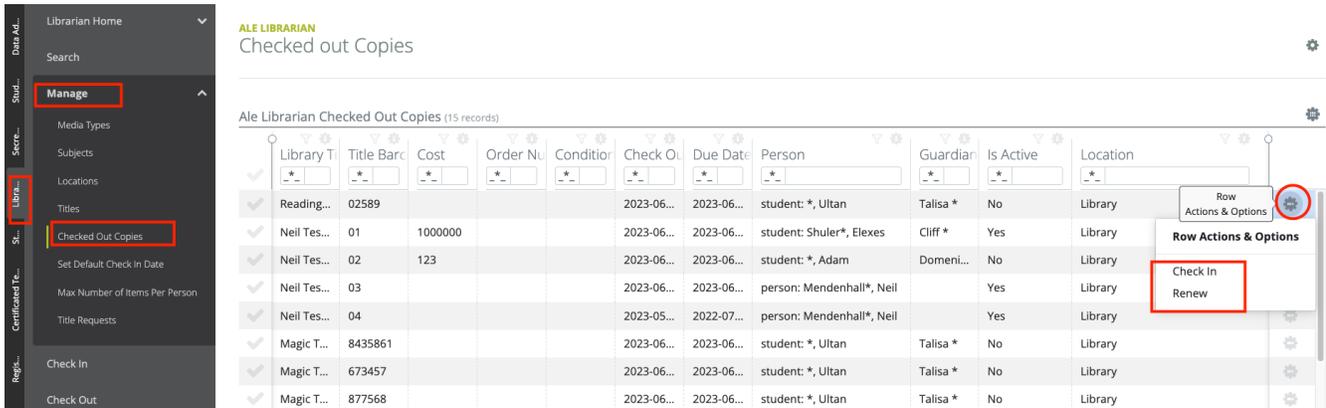
Once finished click

- **Check In** - This will check in any entered barcodes that currently have a checked out status.
- **Verify Barcodes** - This will open a modal showing the entered barcodes' status. Select **Yes, Check In** to check in any of the entered barcodes that have been checked out, or click "X" to close the modal and make any needed changes.



Viewing and Renewing Check Out Copies (Back to [Quick Links](#))

Select **Manage** from the left-hand navigation menu and choose **Checked Out Copies**. Basic information for each item will be listed here, such as the name, barcode, check out date, due date, and the name of the person it was checked out to. These titles can be individually **Checked in** or **Renewed** via the associated **Row Action & Options** gear.



The screenshot shows the 'ALE LIBRARIAN' interface with the 'Checked Out Copies' section. A table lists 15 records of checked-out items. The 'Row Actions & Options' menu is open for one row, showing 'Check In' and 'Renew' options.

Library Title	Title Barcode	Cost	Order Number	Condition	Check Out Date	Due Date	Person	Guardian	Is Active	Location
Reading...	02589	1000000			2023-06...	2023-06...	student: Shuler*, Elexes	Talisa *	No	Library
Neil Tes...	01	123			2023-06...	2023-06...	student: *, Adam	Domeni...	No	Library
Neil Tes...	02				2023-06...	2023-06...	person: Mendenhall*, Neil		Yes	Library
Neil Tes...	03				2023-06...	2023-06...	person: Mendenhall*, Neil		Yes	Library
Magic T...	8435861				2023-06...	2023-06...	student: *, Ultan	Talisa *	No	Library
Magic T...	673457				2023-06...	2023-06...	student: *, Ultan	Talisa *	No	Library
Magic T...	877568				2023-06...	2023-06...	student: *, Ultan	Talisa *	No	Library

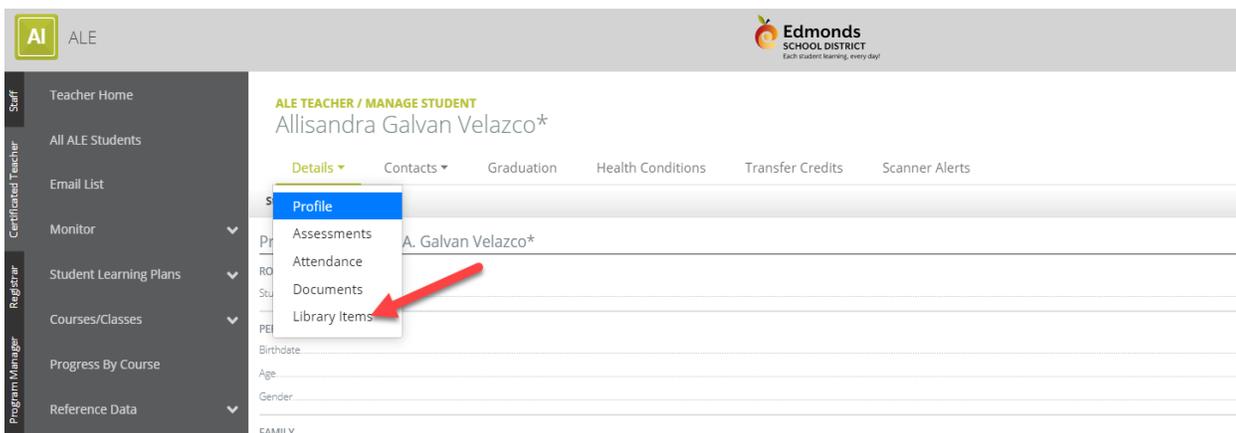
Clicking **Renewed** will open a new window that prompts you to select a new **Due Date** for the item.



The screenshot shows a window titled 'ALE - Renew Ale Library Title Copy' with a 'Save' button. Below the title bar, there is a 'Renew' section with a 'Due Date (optional)' field and a calendar icon.

Click **Save**. NOTE: If you select Save without selecting a date, the system will use the Default Check In Date chosen for your library system.

School staff can also view items checked out to a student on the Manage Student interface. Select **All ALE Students** in the left navigation menu, then view the **Library Items Tab** located at the far right or nested under the **Details Tab**, depending on your role.



The screenshot shows the 'ALE TEACHER / MANAGE STUDENT' interface for Allisandra Galvan Velazco*. The 'Details' tab is selected, and the 'Library Items' option is highlighted in the dropdown menu. A red arrow points to the 'Library Items' option.

ALE REGISTRAR / MANAGE STUDENT
Aiden *

Profile Assessments Attendance Health Scanner Alerts Documents **Library Items**

Student Profile

Profile of Aiden A. *

ROLE
Student

PERSONAL INFO
Birthdate
Age
Gender

FAMILY



Printing the Checked Out Items Report (Back to [Quick Links](#))

Printing the Checked Out Items report

The **Checked Out Items Report** will generate a list of all the items currently checked out to a single person. This report is under the **Page Action Gear** on the **Checked Out Copies** page.

ALE LIBRARIAN
Checked out Copies

Checked Out Items

Ale Librarian Checked Out Copies (7 records) Filtered

Library Title Copy	Title Barcode	Cost	Order Nu	Condition	Check Out	Due Date	Person	Guardian	Is Active
magic									
✓ Magic Tree Hous...	673457				2022-06-20	2022-06-30	student: Adams, Grady	Jason ...	Yes
✓ Magic Tree Hous...	877568				2022-06-20	2022-06-30	person: McCollum, Deidra		Yes



When selecting the report, you will be asked to choose either a student or guardian to generate the report. The report can only be generated for a single selected name at a time. Once a person has been selected, click the **Set** button to generate the report.

ALE Library Checked Out Items

Select one value to filter on
 Student (required) [Select](#)
Guardian (required) [Select](#)