

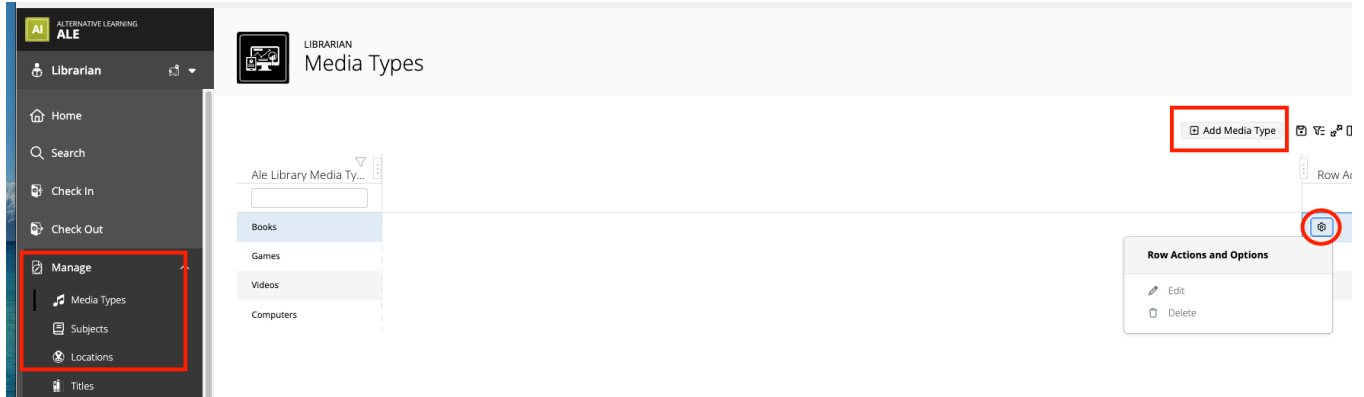
ALE Setting Up and Using the Library (Connect)

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

Create and Manage Media Types, Subjects, and Locations

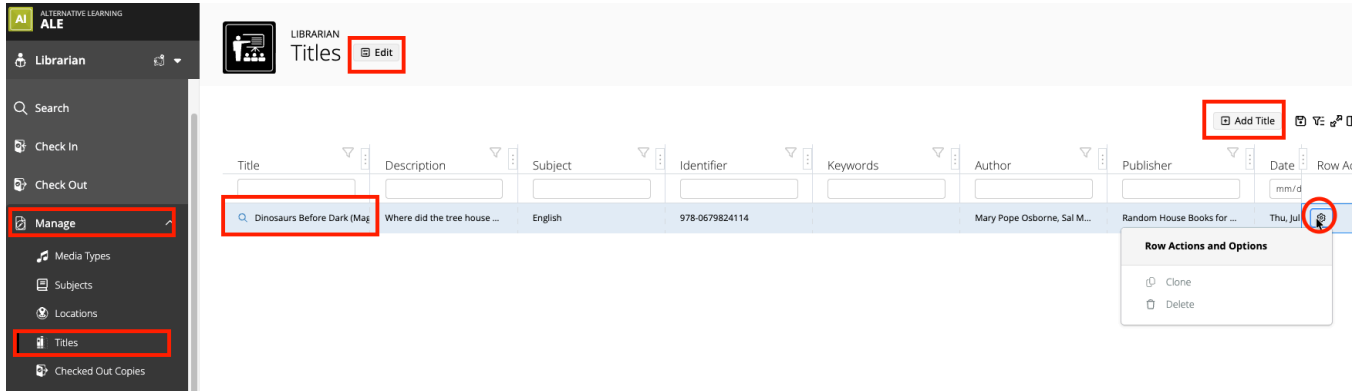
1. Start under **Manage** in the left navigation menu and choose one of the following required fields when creating Library Titles.
 - a. **Media Types:** This lets you create and manage media types for titles in your library.
 - b. **Subjects:** This lets you create and manage subjects for the titles in your library.
 - c. **Locations:** This lets you create and manage locations for copies of the titles in your library.
2. Click the **Add (Media Type, Subject, Location) button** in the top right of the table.
 - a. Fill in the **(Media Type, Subject, Location)** field.
 - i. There is an optional **Sub Domain** field in Location. To access the subdomain, click the **magnifying glass** in the **Sub Domain** field and click the **checkbox** next to it.
 - b. Click **Save**.
3. Click the **Row Actions Gear** at the far right to choose **Edit** or **Delete**.

Any changes will affect the associated Titles or Copies in the library.



Create and Manage Titles and Title Copies

1. Start by selecting **Manage** in the left navigation menu, then choose **Titles**.



LIBRARIAN
Titles **Edit**

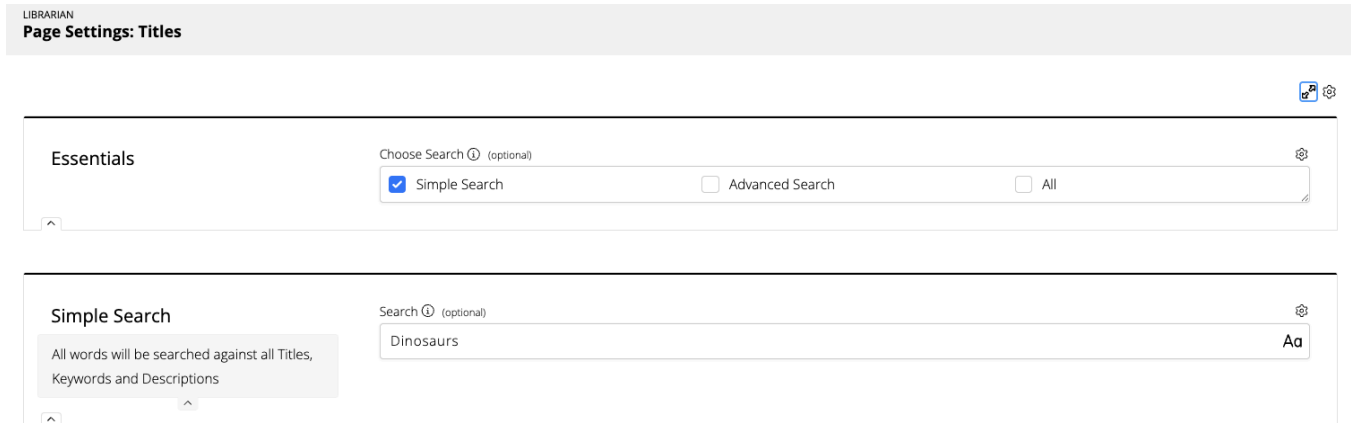
Add Title

Title	Description	Subject	Identifier	Keywords	Author	Publisher	Date	Row Ac
Dinosaurs Before Dark (Mag)	Where did the tree house ...	English	978-0679824114		Mary Pope Osborne, Sal M...	Random House Books for ...	Thu, Ju	

Row Actions and Options

- Clone
- Delete

- You will see a search menu. To return to the search menu at any time, select the **Edit** button at the top of the page next to Titles.



LIBRARIAN
Page Settings: Titles

Essentials

Choose Search (optional)

Simple Search Advanced Search All

Simple Search

All words will be searched against all Titles, Keywords and Descriptions

Search (optional)

Dinosaurs

- Click a **checkbox** in the **Choose Search** menu (**Simple Search**, **Advanced Search**, or **All**), fill in any additional fields, and click **Save**. This will help you to identify if it already exists.
- Click the **Add Title** button in the top right.
 - Fill in the **Title** and **Identifier** (e.g., ISBN) fields.
 - Optionally, but recommended, fill in the **Description**, **Author**, **Publisher**, **Publisher Date**, **Keywords**, and **Components** fields. This will allow for better filtering with more information about the resource when searching.
 - Click the **magnifying glass** in the **Media Type** field and click the checkbox to the left.
 - Select the **Subject** field similarly.
 - Click **Save**.

Essentials

Title (required) Aa

Description (optional)

Author (optional) Aa

Identifier (required) Aa

Publisher (optional) Aa

Published Date (optional)

Keywords (optional) Aa

Components (optional)

Media Type (required)


Subject (required)

5. Click the **Row Action Gear** to the far right to **Clone** or **Delete**.
 - a. A confirmation window will appear. Click **Yes** to Continue or **No** to abort.
6. Click the **magnifying glass icon** in the **Title column**. You will see various subpages (tabs) across the top of the page, with the **Details tab** selected by default.

LIBRARIAN
Dinosaurs Before Dark (Magic Tree House, No. 1)

Details Title Copies History

Add Title Copy

Library Title Copy	Title Barcode	Is Checked Out	Last Checked Out	Due Date	Cost	Order Number	Condition	Li	Row Actions
Dinosaurs Before Dark (M...	123456	<input checked="" type="checkbox"/>	Tue, Mar 17, 2026	Tue, Jun 30, 2026	10		Used	Lib	
Dinosaurs Before Dark (M...	145028	<input type="checkbox"/>	Tue, Nov 18, 2025	Tue, Jun 30, 2026	10				

Row Actions and Options

- Edit
- Clone
- Delete

- a. **Details tab:** Edit areas as needed.
- b. **Title Copies tab:** This is where separate copies of the same title would be recorded and distinguished.
 - i. Use the **Row Actions gear** to the far right to **Edit, Clone, or Delete**.
 - ii. Click the **Add Title Copy button** in the top right.
 1. Fill in the **Title, Location,** and the **Barcode** fields. The barcode is **optional** but will be entered or scanned at checkout.

2. Optionally, but recommended, fill in the **Order Number, Cost, Condition, Notes,** and **Source** fields.
3. Click the **magnifying glass** in the **Status** field and select the **checkbox** to the left (**Available, Lost, Depleted**).
4. Select the **Date Lost or Depleted** if needed.
5. Click **Save**.

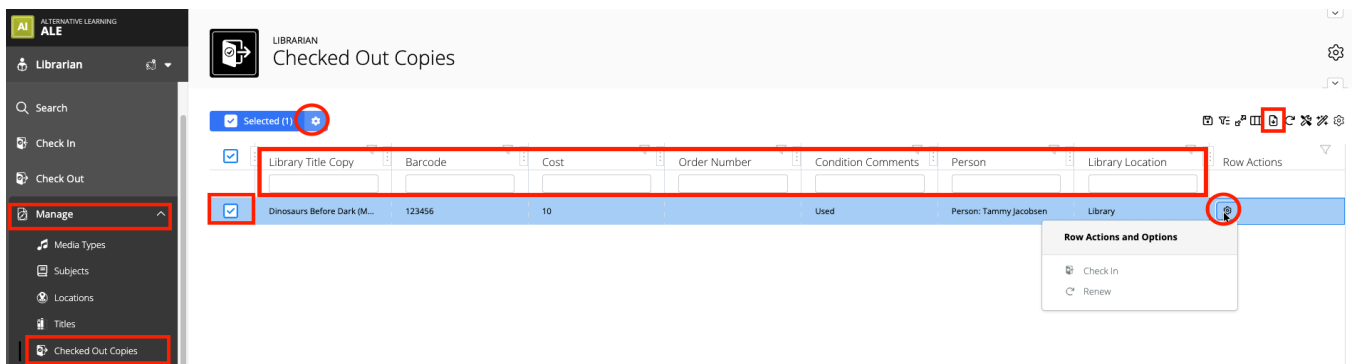
Essentials

Title (required)	<input type="text"/>	Aa	Location (required)	<input type="text"/>	
Barcode (optional)	<input type="text"/>	Aa	Order Number (optional)	<input type="text"/>	Aa
Cost (optional)	<input type="text"/>	#	Status (optional)	<input type="text"/>	
Condition (optional)	<input type="text"/>				
Notes (optional)	<input type="text"/>				
Date Lost or Depleted (optional)	<input type="text"/>		Source (optional)	<input type="text"/>	Aa

- c. **History tab:** Here, you will see a data table showing the title, check-out/check-in dates, the borrower, and the barcode.

Review and Renew Checked-Out Copies

1. Start under **Manage** in the left navigation menu and choose **Checkout Out Copies**.



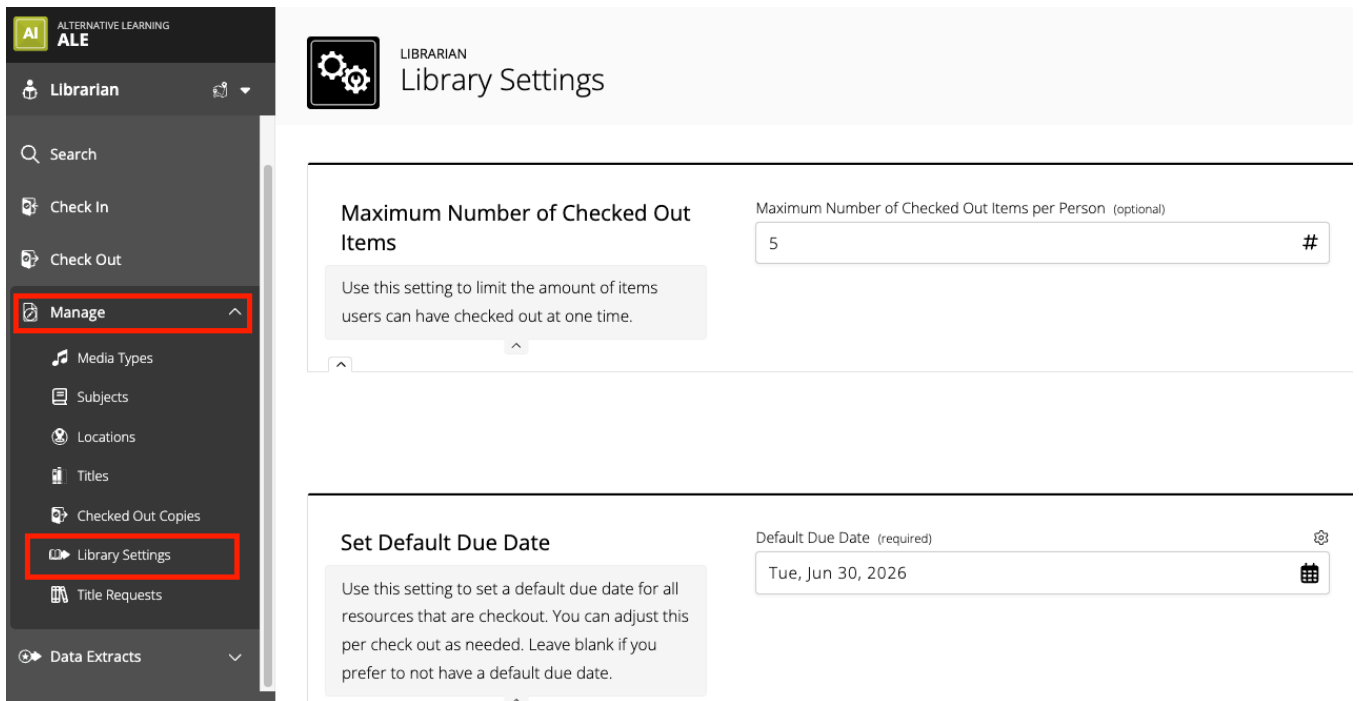
The screenshot shows the 'LIBRARIAN Checked Out Copies' interface. On the left, the 'Manage' menu item is highlighted with a red box. The main area displays a table with the following columns: Library Title Copy, Barcode, Cost, Order Number, Condition Comments, Person, and Library Location. A row for 'Dinosaurs Before Dark (M...)' is selected, with a red box around the selection checkbox. The 'Row Actions and Options' menu is open, showing 'Check In' and 'Renew' options. The 'Selected (1)' indicator is also highlighted with a red box.

2. Use the **filters** at the top of each column to search and filter items.
3. Click the **Row Actions Gear** at the far right and choose one of the following:
 - a. **Check-In**
 - b. **Renew**

- i. Select the **Due Date**.
 - ii. Click **Save**.
4. Click the **checkbox** of one or more items to the far left to renew multiple items at once.
5. Click the **Selected Gear** at the top of the table and choose **Renew**.
 - a. Select the **Due Date**.
 - b. Click **Save**.
6. Click the **Download Data Table icon** in the top-right to generate an Excel copy of checked-out items.

Configure Library Settings

1. Start by selecting **Manage** in the left navigation menu, then choose **Library Settings**.



The screenshot displays the 'LIBRARIAN Library Settings' interface. On the left, a dark navigation menu lists various options, with 'Manage' and 'Library Settings' highlighted in red. The main content area is divided into two sections:

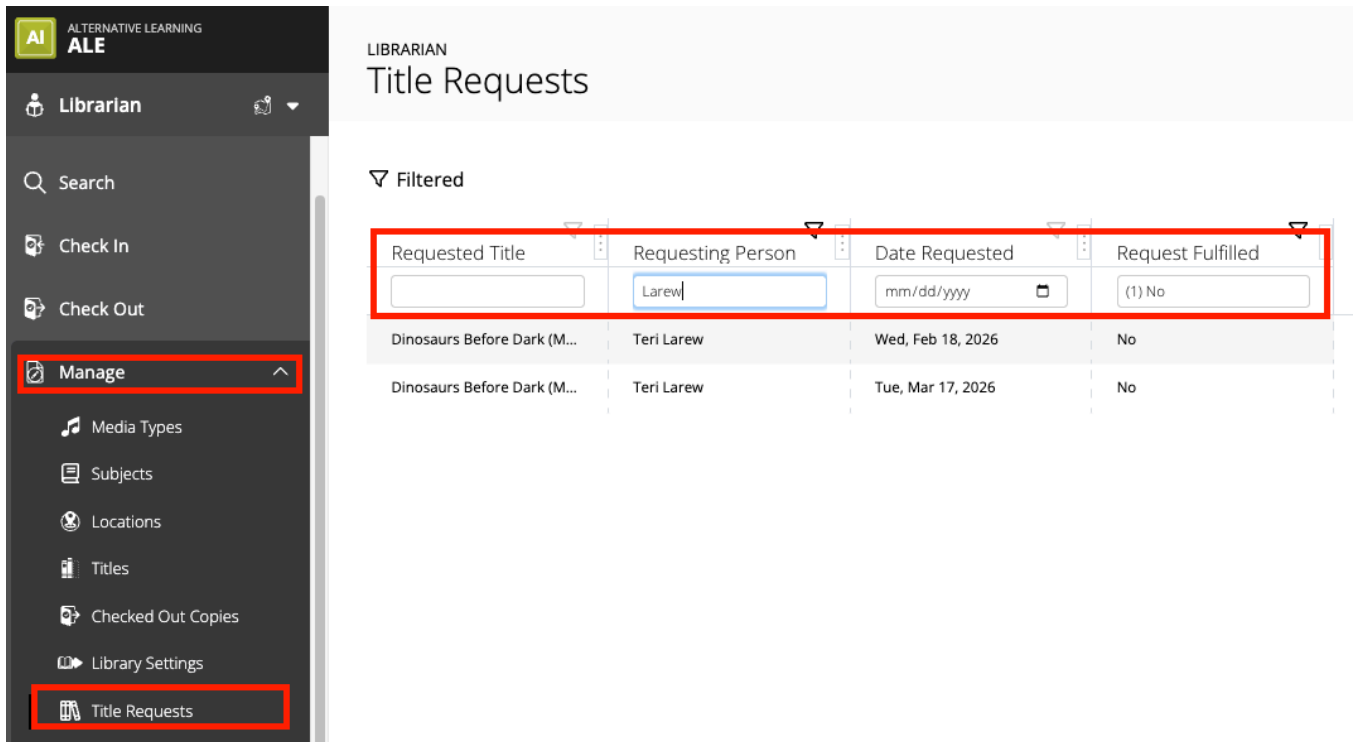
- Maximum Number of Checked Out Items:** A text input field contains the number '5'. A tooltip below explains: 'Use this setting to limit the amount of items users can have checked out at one time.' The label 'Maximum Number of Checked Out Items per Person (optional)' is visible.
- Set Default Due Date:** A date picker field shows 'Tue, Jun 30, 2026'. A tooltip below explains: 'Use this setting to set a default due date for all resources that are checkout. You can adjust this per checkout as needed. Leave blank if you prefer to not have a default due date.' The label 'Default Due Date (required)' is visible.

2. Fill in the **Maximum Number of Checked Out Items per Person** field numerically. This will limit the number of items users can check out at once.
3. Select the **Due Date**. This will set a default due date for all checked-out resources. You can adjust this per checkout as needed. Leave blank if you prefer not to have a default due date.

Manage Title Requests

1. Start by selecting **Manage** in the left navigation menu, then choose **Title Requests**.
2. You will see a data table containing the requested title, requesting person, date requested, and whether the request was fulfilled.

3. Searches can be conducted by using the **filtering** and sorting tools at the top of each column.



The screenshot shows the ALE Librarian interface. On the left is a navigation sidebar with the following items: Librarian, Search, Check In, Check Out, **Manage** (highlighted with a red box), Media Types, Subjects, Locations, Titles, Checked Out Copies, Library Settings, and **Title Requests** (highlighted with a red box). The main content area is titled "LIBRARIAN Title Requests" and shows a "Filtered" table. The table headers are "Requested Title", "Requesting Person", "Date Requested", and "Request Filtered". The "Requesting Person" header has a dropdown arrow and a search box containing "Larew". The "Date Requested" header has a dropdown arrow and a date picker showing "mm/dd/yyyy". The "Request Filtered" header has a dropdown arrow and a search box containing "(1) No". The table contains two rows of data:

Requested Title	Requesting Person	Date Requested	Request Filtered
Dinosaurs Before Dark (M...	Teri Larew	Wed, Feb 18, 2026	No
Dinosaurs Before Dark (M...	Teri Larew	Tue, Mar 17, 2026	No

How to Check In and Out Library Items

Helpful Resource: [ALE How to Check In & Out Library Items \(Connect\)](#)