

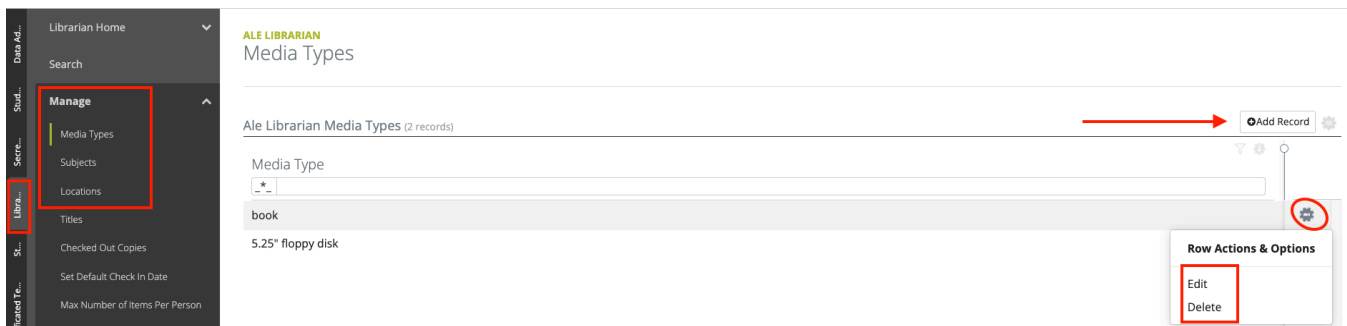
ALE Librarian: Setting Up and Using the Library V2

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

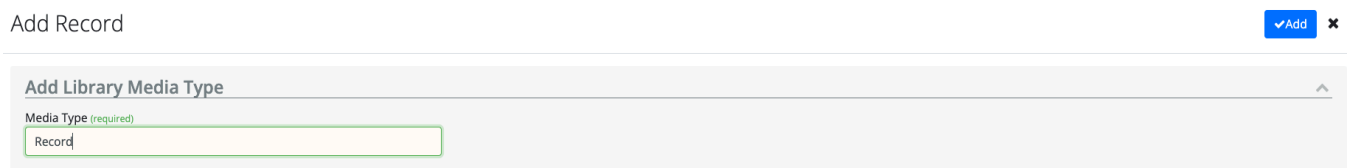
Library Setup

The first step in adding library items is to create **Media Types, Subjects, and Locations**.

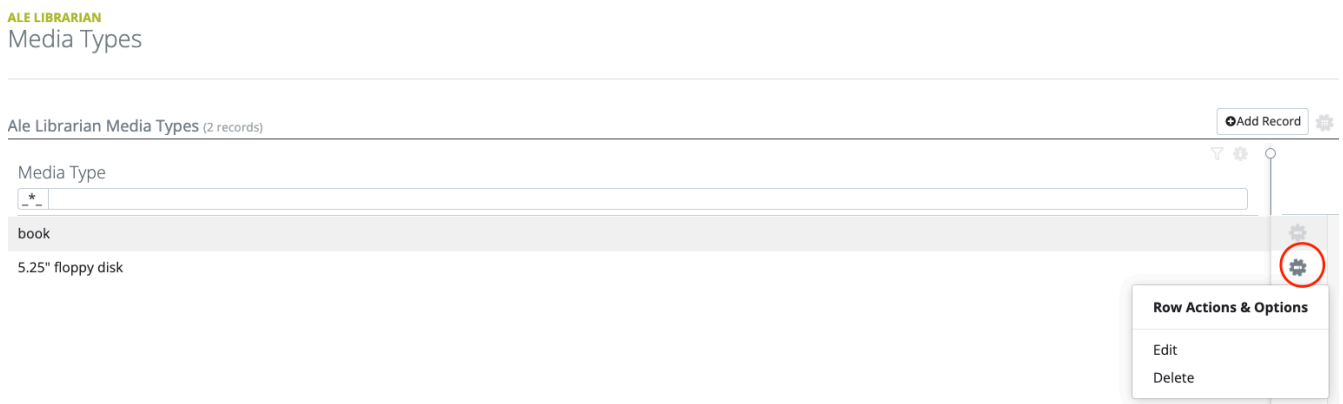
1. Select **Manage** from the left-hand navigation menu, then choose **Media Types, Subjects, or Locations**.
2. Next, click on **Add Record**.



3. Fill in the **Media Type, Subject, or Location** and click **Add**.



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



Adding Titles and Copies

- Once Media Types, Subjects, and Locations records have been created, then **Titles** can be added. First, try a **Simple Search** for the **Titles, Keywords, or Descriptions** by entering them 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** using other information, such as Title, Location, Identifier, Barcode, Author, Keywords, Subject, and Media Type, may also be performed.

Ale Librarian Titles

Set ✕

Advanced Search

Please make at least 1 selection

Title (optional)

Location (optional) Select

Identifier (optional)

Barcode (optional)

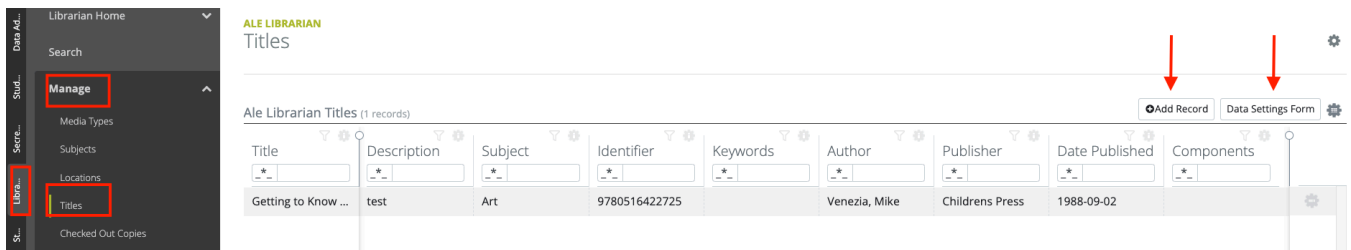
Author (optional)

Keywords (optional)

Subject (optional) Select

Media Type (optional) Select

- A list of titles will be displayed.
- To return to the search at any time, click **Data Settings Form**.



The screenshot shows the 'ALE LIBRARIAN Titles' page. On the left is a sidebar with 'Librarian Home' and 'Data/4...' sections. The 'Librarian Home' section has 'Manage' highlighted. The 'Data/4...' section has 'Titles' highlighted. The main content area shows a table of titles with columns: Title, Description, Subject, Identifier, Keywords, Author, Publisher, Date Published, and Components. The first row is 'Getting to Know ...', 'test', 'Art', '9780516422725', 'Venezia, Mike', 'Childrens Press', '1988-09-02'. Above the table are 'Add Record' and 'Data Settings Form' buttons, both indicated by red arrows.

- To add a title, click **Add Record**.

Add Record



Ale Library Titles

Title (required)

Author (optional)

Publisher (optional)

Identifier (required)

Keywords (optional)

Description (optional)

Components (optional)

Date Published (optional)

Media Type (required)


Subject (required)

- a. Select the **Title (Required)**, **Identifier (Required)**, (e.g., ISBN)
 - b. **Media Type (Required)** - Select the **checkmark** from the drop-down menu
 - c. **Subject (Required)** - Select the **checkmark** from the drop-down menu
 - d. Adding any of the optional fields can be helpful for searches. (**Author, Publisher, Keywords, Description, Components, Date Published** (Select from the calendar))
 - e. Click **Validate** when finished.
6. Titles can be managed via the associated **Row Action & Options gear**, which provides **Edit, View History, Delete,** and **Clone** options.

 ALE LIBRARIAN
Titles


Ale Librarian Titles (1 records)




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

- a. In the **Edit Record** modal, individual copies of this title can be added using the **Add Record** button at the bottom. This is where separate copies of the same title would be recorded and distinguished.

Edit Record ✓ Update ✕

Ale Library Titles

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

Date Published (optional)
9/2/1988

Author (optional)
Venezia, Mike

Media Type (required) [Select](#)
book ✕

Publisher (optional)
Childrens Press

Subject (required) [Select](#)
Art ✕

Identifier (required)
9780516422725

Keywords (optional)

Description (optional)
test

Components (optional)

[Add Record](#)

Ale Librarian Title Copies (4 records)

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...		

Add Record ✓ Validate ✕

▲ Ale Library Title Copies

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

Barcode (optional)

Cost (optional)

Condition (optional)

Status (optional) [Select](#)

Notes (optional)

Date Lost or Depleted (optional)

Source (optional)

Order Number (optional)

Location (required) [Select](#)

- b. Fill in the **Title (Required)** and **Location (Required)**
- c. The **Barcode** is optional, but will be entered or scanned at checkout.
- d. Adding any of the optional fields can be helpful. (**Cost, Condition, Status, Notes, Date Lost or Depleted, Source, Order Number**)
- e. Click **Validate** when finished.

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

Ale Librarian Title Copies (4 records)

Library Title	Title Barcode	Is Checked C	Last Checke	Due Date	Cost	Order Numt	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	

1 - 4 of 4

Row Actions & Options: Edit, Delete, Clone

- 7. 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 of all library titles, which can be **filtered** for easy searching, or the **Data Settings Form** (Simple/Advanced Search).

ALE LIBRARIAN Search

Library Title Search (6 records)

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 Despereaa...	Kate DiCamillo	Candlewick Press	October 1, 2003	0-7636-1722-9	mouse, adventure, pr...	Welcome to the story...

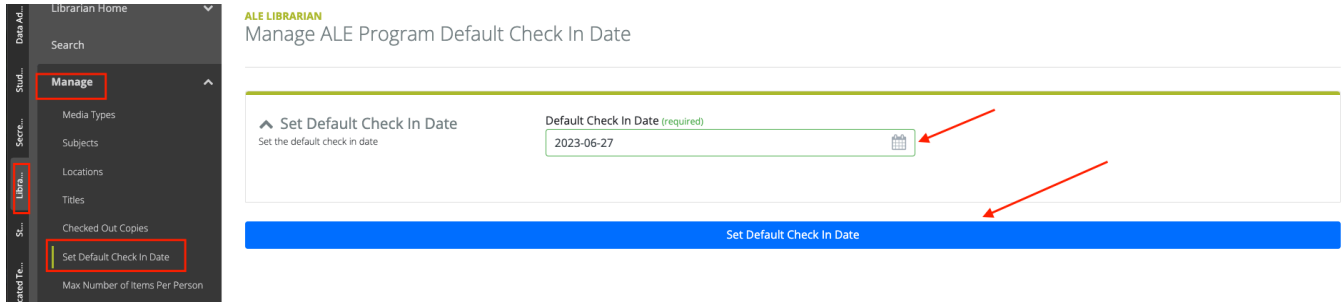
Library Title Search Set x

Simple Search

Advanced Search

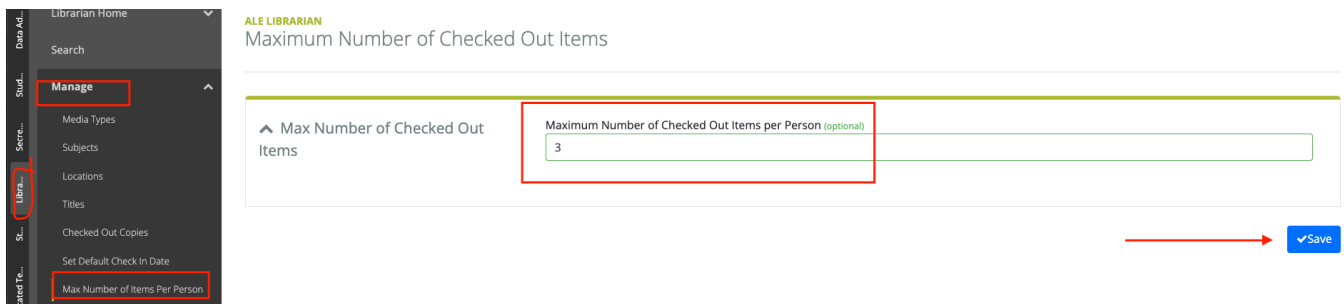
Setting the Default Check-In Date

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 choosing **Set Default Check In Date**. Select a date, then click **Set Default Check In Date** to save your changes.



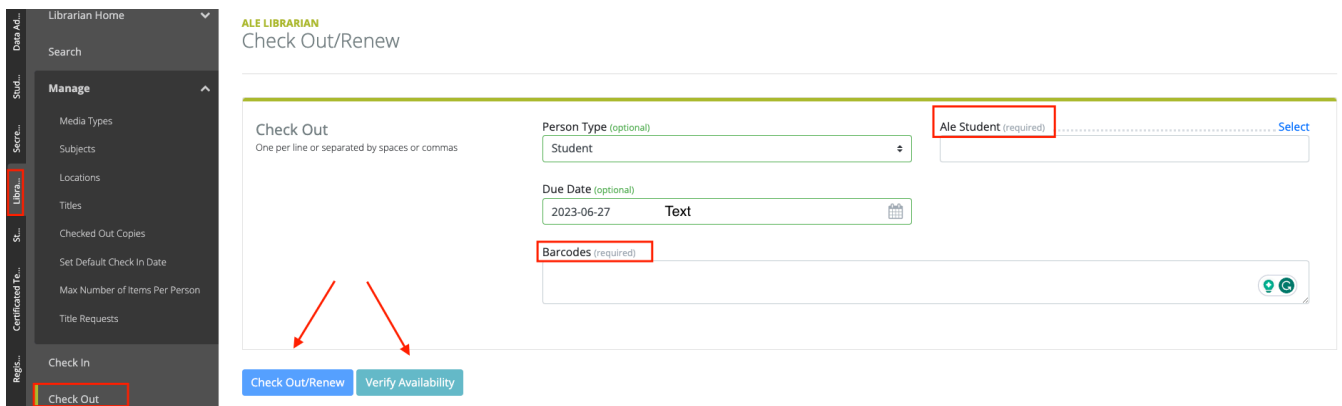
Setting the Max Number of Items Per Person

The setting for Max Number of Items Per Person lets you set the maximum number 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**.



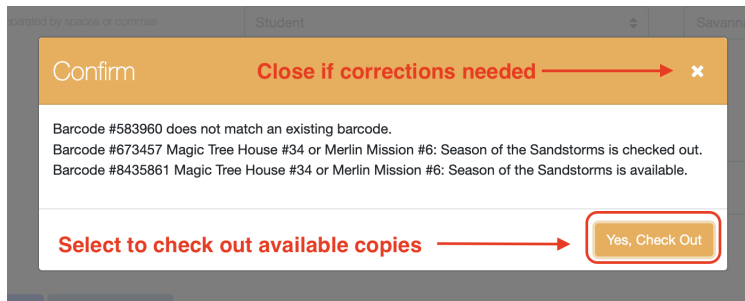
Checking Out Items

1. Choose **Check Out** from the left-hand navigation menu to check out books for individual students.
 - a. **Person Type (Optional):** Select Student, Parent, or Teacher from the drop-down menu.
 - b. **Name (Required):** Select the check mark next to the name.
 - c. **Due Date (Optional):** This will autofill with the default date when setting up the Library. You have the option to select a different date.
 - d. **Barcodes (Required)**



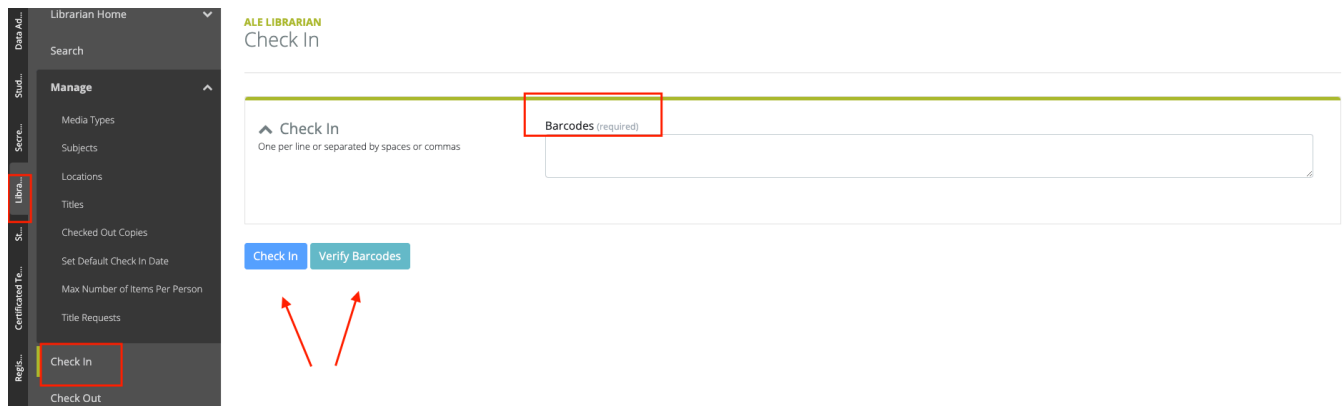
2. Once finished, click one of the following options:

- a. **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.
- b. **Verify Availability:** This opens a modal that lists 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, Check Out**, or click the “x” to close the modal and make any needed changes.

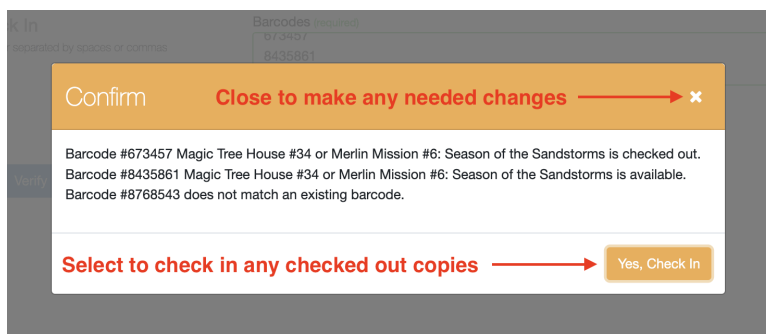


Checking In Items

1. 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)**.



2. Once finished, click one of the following options:
 - a. **Check In:** This will check in any entered barcodes that are currently checked out.
 - b. **Verify Barcodes:** This opens a modal showing the status of the entered barcodes. 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

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

Library Title	Title Barcode	Cost	Order Number	Condition	Check Out Date	Due Date	Person	Guardian	Is Active	Location
Reading...	02589				2023-06...	2023-06...	student: *, Ultan	Talisa *	No	Library
Neil Tes...	01	1000000			2023-06...	2023-06...	student: Shuler*, Elexes	Cliff *	Yes	Library
Neil Tes...	02	123			2023-06...	2023-06...	student: *, Adam	Domeni...	No	Library
Neil Tes...	03				2023-06...	2023-06...	person: Mendenhall*, Neil		Yes	Library
Neil Tes...	04				2023-05...	2022-07...	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


4. Clicking **Renewed** opens a new window prompting you to select a new **Due Date** for the item.

5. Click **Save**. If you select **Save** without selecting a date, the system will use the Default Check In Date chosen for your library system.
6. 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.

Printing the Checked Out Items Report

1. The **Checked Out Items Report** will generate a list of all the items currently checked out to a single person.
2. 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

3. When selecting the report, you will be asked to choose either a **student** or a **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](#)