

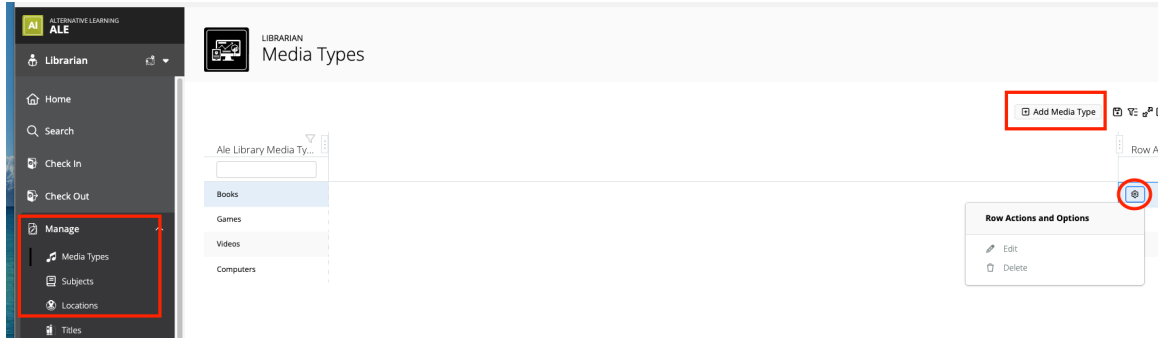
ALE Setting Up and Using the Library (Connect)

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

Create and Manage Media Types, Subjects, and Locations

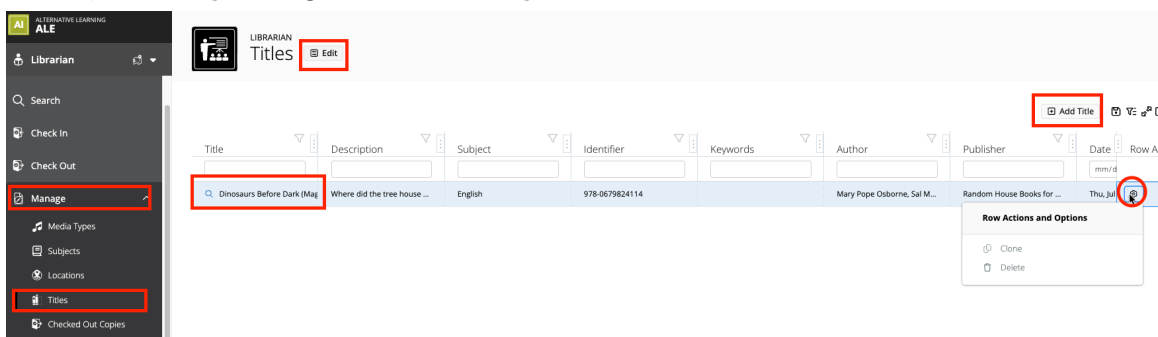
- Start under **Manage** in the left navigation menu and choose one of the following required fields when creating Library Titles.
 - Media Types:** This lets you create and manage media types for titles in your library.
 - Subjects:** This lets you create and manage subjects for the titles in your library.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

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



2. You will see a search menu. Select **All** if you do not have any existing Titles. 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
Aa

3. 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.
4. Click the **Add Title button** in the top right.
 - a. Fill in the **Title** and **Identifier** (e.g., ISBN) fields.
 - b. 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.
 - c. Click the **magnifying glass** in the **Media Type** field and click the checkbox to the left.
 - d. Select the **Subject** field similarly.
 - e. Click **Save**.

Essentials

Title (required)

Aa

Description (optional)

Author (optional)

Aa

Identifier (required)

Aa

Publisher (optional)

Aa

Published Date (optional)

Keywords (optional)

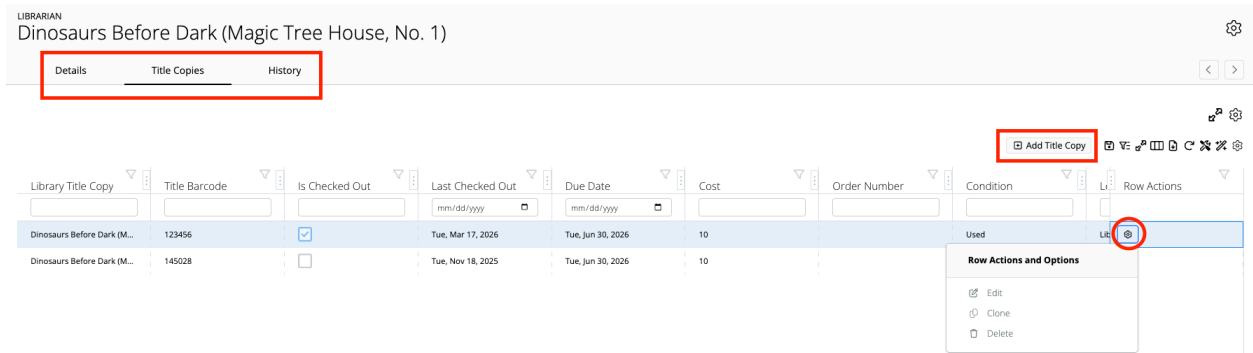
Aa

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	☒	Tue, Mar 17, 2026	Tue, Jun 30, 2026	10		Used	Li	
Dinosaurs Before Dark (M...	145028	☐	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) Aa

Location (required)

Barcode (optional) Aa

Order Number (optional) Aa

Cost (optional) #

Status (optional)

Condition (optional)

Notes (optional)

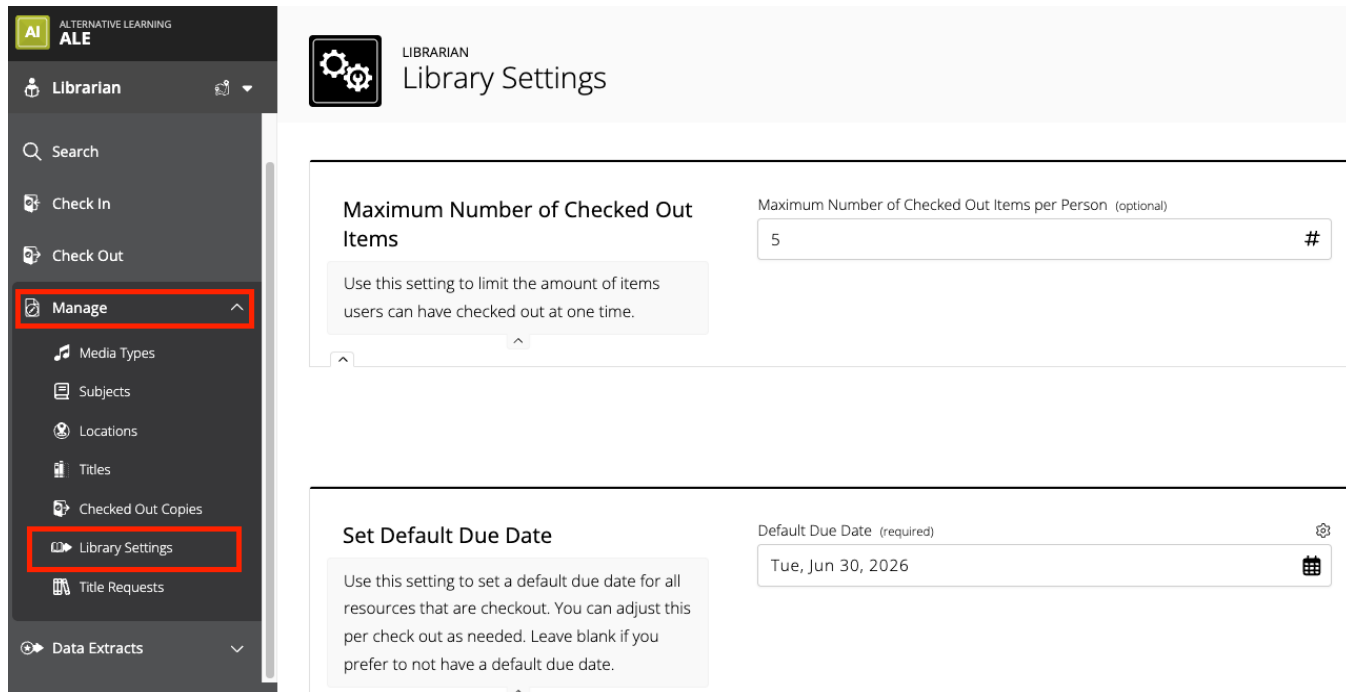
Date Lost or Depleted (optional)

Source (optional) Aa

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

Configure Library Settings

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



LIBRARIAN Library Settings

Maximum Number of Checked Out Items

Maximum Number of Checked Out Items per Person (optional)

5 #

Use this setting to limit the amount of items users can have checked out at one time.

Set Default Due Date

Default Due Date (required)

Tue, Jun 30, 2026

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.

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 no 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.
4. The **Request Fulfilled** column is automatically updated once an item is checked out to the requestor.

AI ALTERNATIVE LEARNING ALE

Librarian

Search

Check In

Check Out

Manage

Media Types

Subjects

Locations

Titles

Checked Out Copies

Library Settings

Title Requests

LIBRARIAN

Title Requests

Filtered

Requested Title	Requesting Person	Date Requested	Request Fulfilled
	Larew	mm/dd/yyyy	(1) No
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 Search, Check In & Out Library Items, and View Checked Out Items \(Connect\)](#)