

ALEXANDRIA® V6 CIRCULATION COMMANDS

AS	Start Self Service Check Out Mode	RA	Renew All
B	Set Bookdrop (Check In) Mode	RR Barcode Range	Current Mode to Items in Barcode Range
B Barcode	Bookdrop a single item	SA Name	Search for Author in Circulation window
C Call Number	Locate a Title by Call Number	T Title	Locate Item by Title
E	Receive subscription	UI Item Policy Code	Change Item Policy
C Call #	Search by Call Number	UP Patron Policy Code	Change Patron Policy
CH	Change copy location field(s)	UR	Restore Previous Policy
DL Damage Code	Damage code and amount	V	Assign Category keywords
DM	Discard Mode	X Barcode	Clear current Patron or Item
F Amount, Comment	Record a fine or fee	Y	Start Statistics Mode
G Item Barcode	Place a Reservation	Y@ #	Start Statistics Mode in increments
H Item Barcode	Place a Hold Request for a Title	Z	Clear Transaction Log
I	Set Inventory Mode	.	Clear override date
IB	Set Inventory/Bookdrop Mode	. mmddyy	Set override date
IS	Set Inventory Suppressed Mode	*	Import transaction script
IBS	Set Inventory Bookdrop Suppressed Mode	=	Perform current mode for current Item
J Item Barcode	Reserve request	# Note	Make note in Transaction Log
K Item Barcode	Recall Item	! Note	Add Patron Alert to Current Patron
L Last Name	Locate Patron by last name	!! Note	Add Copy Alert to Current Item
LF First Name	Locate Patron by first name	+ Comment	Add Patron Note to Current Patron
NC Item Location	Set Location for Item	++ Comment	Add comment to Current Item
NP Patron Location	Change Patron Location (Homeroom)	/Old Barcode =New Barcode	Change Barcode Number
NS 2nd Location	Change Patron 2nd Location	+++	Print Transaction Log
O Barcode	Automatic overnight checkout of Item	+++E	Print Transaction Log exceptions
OS Barcode	Same day Check Out		
P Patron Barcode	Set Patron		
R	Start Renew Mode		