Explanation of Preference Settings

Preference	Description of Preference	Recommended Setting	Upon Logout?	Documentation
ALERTS, PRINTING AND FINE/FEE/DEMERIT TAB				
Alerts section				
Patron Fine Fee Alerts	Determine whether a library staff member will see an alert if an accessed patron record has fines or fees. The default value for this setting is set in Voyager SysAdmin. This option in session preferences allows you to adjust the setting for a specific session.	Optional.	Reset	Ex Libris 9.1.1 Circulation Guide, page 13-3 CARLI Circ SysAdmin Guide, page 26.
Patron Available Item Alerts	Determine whether a library staff member will see an alert if an accessed patron record has an item waiting on the hold shelf. The default value for this setting is set in Voyager SysAdmin. This option in session preferences allows you to adjust the setting for a specific session.	Optional.	Reset	Ex Libris 9.1.1 Circulation Guide, page 13-3 CARLI Circ SysAdmin Guide, page 26.
Charge Note Alert	Determine whether a library staff member will see the pop-up Charge notes entered in a local item record.	Recommended to check.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-3 Known Issue: Local charge/ discharge note displays for UB items
Discharge Note Alert	Determine whether a library staff member will see the pop-up Discharge notes entered in a local item record.	Recommended to check.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-3 Known Issue: Local charge/ discharge note displays for UB items

Preference	Description of Preference	Recommended Setting	Upon Logout?	Documentation
Enable default button selection	Many alerts display in the Circulation client during the course of normal workflows. If this setting is selected, these alerts have some action preselected, which enables the operator to quickly acknowledge the alert or take a default action. However, these defaults can lead to incomplete transactions when an operator is not paying attention, such as when quickly discharging a stack of books. If this setting is selected and an alert is displayed, a next-discharged item can clear the alert. That next discharged item is not actually discharged then; its scan worked to clear the alert, but not to clear its transaction. Unchecking the "Enable default button selection" checkbox will forces the operator to acknowledge alert messages.	Deselect.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-3
Patron Pop-Up Note Alert Upon Display	Determine whether a library staff member will see the pop-up notes entered in a local patron records when the record is accessed.	Recommended to check.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-3
Patron Pop-up Note Alert Upon Discharge	Determine whether a library staff member will see the pop-up notes entered in a local patron records when an item charged to the patron is discharged. If your library discharges items while the patron is present, or if your library adds pop-up notes to patron records that pertain to specific charged items, this setting would be helpful to have enabled (checked).	Optional.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-3
Temporary Location Alert on Discharge	Determine whether the library staff member will see a pop-up note when a discharged item has a temporary location applied. The alert says, "Item has a temporary location".	Recommended to check; toggle as needed in Circulation.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-4

Preference	Description of Preference	Recommended Setting	Upon Logout?	Documentation
Loan Shortened Due To Patron Expiration Alert	Voyager automatically shortens the loan period to match the patron record's expiration date if the expiration date is earlier than the end date of the calculated loan period. Select this option to display an alert when an item is being charged and the loan period has been shortened due to the patron record expiration date.	Recommended to check.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-4
Short Loan Advanced Booking Alert	Select this option to display an alert when there are future bookings pending for the item being discharged.	Optional. Recommended to check if your library uses Voyager's Short Loan functionality.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-4
Printing section				
Print Fine Slips	Determine whether you want to print receipts for payment transactions. Adjust this setting in Circ preferences to override the default setting set in Voyager SysAdmin called the "Payment Receipt Print" setting.	Recommended unchecked in SysAdmin; toggle as needed in Circulation.	Reset	CARLI Circ SysAdmin Guide, page 24. (Note that the description on page 13-5 of the Ex Libris 9.1.1 Circulation Guide is inaccurate.)
Print Discharge Slips	Determine whether you want to print receipts for item Discharge transactions. Adjust this setting in Circ preferences to override the default setting set in Voyager SysAdmin for printing Discharge receipts for patrons.	Recommended unchecked in SysAdmin; toggle as needed in Circulation.	Reset	CARLI Circ SysAdmin Guide, page 24. Ex Libris 9.1.1 Circulation Guide, page 13-5.
Print Hold Slips	Determine whether you want to print Hold slips for items that should be placed on the hold shelf at this location; this setting is needed for UB requests and call slips. Adjust this setting in Circ preferences to override the default setting set in Voyager SysAdmin for printing Hold Slips.	Required to check in SysAdmin. Toggle only if needed.	Reset	CARLI Circ SysAdmin Guide, page 23. Ex Libris 9.1.1 Circulation Guide, page 13-5.

Preference	Description of Preference	Recommended Setting	Upon Logout?	Documentation
Print Routing Slips	Determine whether you want to print Route slips for items that need to be sent to another location after discharging; this setting is needed for UB requests and call slips. Adjust this setting in Circ preferences to override the default setting set in Voyager SysAdmin for printing Route Slips.	Required to check in SysAdmin. Toggle only if needed.	Reset	CARLI Circ SysAdmin Guide, page 24. Ex Libris 9.1.1 Circulation Guide, page 13-5.
Print Due Date Slip	Determine whether you want to print Due Date slips for a patron. Adjust this setting in Circ preferences to override the default setting set in Voyager SysAdmin for printing Due Date slips for patrons.	Set as desired.	Reset	CARLI Circ SysAdmin Guide, page 26. Ex Libris 9.1.1 Circulation Guide, page 13-5. Directions for Printing Due Date Slips
Fine/Fee/Demerit section				
Use Active Circulation Location as the Default Fines/Fees Filter	If set, this preference limits the display of fines and fees to only those assessed at the Circ Happening Location into which the staff member is logged in. When not selected, operators see all fines and fees, no matter which circ happening location applied the fine/fee.	Deselect.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-6.
Default for Post Against:	Set one of the options to be the default the logged in staff member will see when posting against a patron's fines/fees.	Set as desired.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-6.

ITEMS AND SEARCHING TAB

Preference	Description of Preference	Recommended Setting	Upon Logout?	Documentation
Item/E-Item Creation section				
Sequence New Item at Top	Sequences newly-created items and e-items at the beginning or end of the item list in an Item Record.	Optional. Set as desired.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-8.

Preference	Description of Preference	Recommended Setting	Upon Logout?	Documentation
Check for Duplicate Item Barcodes	This settings checks whether a newly-applied item barcode is a duplicate of one already in the database. This setting is enabled by default in Circulation for Voyager 9.1.1; it is not controlled by a specific SysAdmin setting like other resetting preferences.	Recommended to check.	Reset	Ex Libris 9.1.1 Circulation Guide, page 13-8.
Magnetic Media	The Magnetic Media and Sensitize check box options set item record level flags for interfacing with third-party self-check machines for item check in, check out, and renewal transactions. These are used for magnetic media and sensitize alerts. Select this option to identify it as the default on the Item tab of the Add Bib/Item dialog box when creating item records.	Optional.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-9. Ex Libris 9.1.1 Cataloging Guide, page 2-68.
Sensitize	The Magnetic Media and Sensitize check box options set item record level flags for interfacing with third-party self-check machines for item check in, check out, and renewal transactions. These are used for magnetic media and sensitize alerts. Select this option to identify it as the default on the Item tab of the Add Bib/Item dialog box when creating item records.	Optional.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-9. Ex Libris 9.1.1 Cataloging Guide, page 2-68.
Bypass ISBN Validation	If this option is not selected, validation occurs to insure compliance with the ISBN format. Select this option to prevent the validation of the ISBN fields when a bibliographic record is saved to the database.	Optional. If adding items on-the-fly in circulation that will not become part of the permanent collection it is okay to Bypass. If doing full cataloging in the circulation client, validation would be desirable.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-8.

Preference	Description of Preference	Recommended Setting	Upon Logout?	Documentation
Bypass ISSN Validation	If this option is not selected, validation occurs to insure compliance with the ISSN format. Select this option to prevent the validation of the ISSN fields when a bibliographic record is saved to the database.	Optional. If adding items on-the-fly in circulation that will not become part of the permanent collection, it is okay to Bypass. If doing full cataloging in the circulation client, validation would be desirable.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-8.
Searching section				
Title Search-Auto Truncation	When searching by title, or other indexes, this automatically adds a wildcard character to the end of our search. For example, this allows a search for the first part of a title, rather than the complete title, to retrieve results.	Recommended to check.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-9
Title Search-Retain Last Search	When retain last search is selected, Voyager will remember the last search you performed during the session, to make it easier to perform the search again. The search history is cleared when you exit Circulation.	Optional, but the setting can be useful.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-9
Search Result Colors	Specifies a text and background color to apply to titles that display in bibliographic search results to indicate that the record is suppressed in the OPAC. • To apply a different background color, select the top left area of the button. • To apply a different text color, select the bottom right area of the button.	Set as desired.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-10
Default Patron Search	Determines the default search type for the patron search screen.	Set as desired.	Persist	Ex Libris 9.1.1 Circulation Guide, page 13-10