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SYSTEM CONFIGURATION

Insignia Library System is pre-configured so that it can be used immediately. However, if you would like to further configure the ILS, you can use the Configuration feature.

1. Go to **Administration > Library Setting > Configuration**.
    1.1. Search for a configuration setting by entering a keyword into the search field. Use the arrows by the head settings to expand the subcategories.
    1.2. To change the value of a setting, click **Edit**.
    1.3. Click **Save** when finished.

USEFUL CONFIGURATION SETTINGS

1. **Track Loan History:** Enabling this setting allows staff to view the past circulation history of a specific patron or a specific item from the point that it is enabled.
2. **Declare An Overdue Book As Lost:** When enabled, overdue items will be marked as Lost by the system after a specified number of days have elapsed after their due date.
    2.1. **Overdue Book Not Returned After Another Days**: Specify the number of days after which an item that is overdue will be marked as Lost.
3. **Display Overdue Message:** If this option is selected, a prompt will display when checking in overdue items that lets staff know that they are overdue.
4. **Disable Overdue Fine Module:** When enabled, the system will not generate fines for overdue items.
5. **Circulate Current Library's Book Only:** When enabled, only items from the local library's collection can be checked out.
6. **Prompt Before Circulate Other Library's Book:** When enabled, staff will be prompted if they attempt to check in items belonging to a different library.
7. **Capitalize Call Number:** When enabled, the system will change new call numbers to be all caps even if entered in as lower case.
8. **No Authority Control:** When enabled, headings will not be validated with authority headings when cataloguing.
9. **Default Copy Status:** Set the default status for new copies that are added to an item record.

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    9.1. **Change Copy Status From Processing To In After Days:** Set the number of days after which the Status of copies will be changed from Processing to In.

10. **Recommend Period:** Set the number of days before a recommended title is removed from the recommended display on the discovery layer.

11. **Email Notification Overdue Message:** Select the message format of email notifications sent to patrons when they have overdue items. This message is customizable from Administration > Library Setting > System Message.

12. **Email Librarian When A Reserve Is Made:** When enabled, the email specified in your library's Library Info will receive an email when a reserve has been placed online.

13. **Allow Add Review:** When enabled, patrons are allowed to add reviews of items in the discovery layer. By default, reviews will not be visible until approved by library staff in Catalog > Cataloging > Book Review.

14. **Allow Patron To Renew:** When enabled, patrons can renew checked out items through My Account in the discovery layer.

15. **Allow Patron To Place Reserve:** When enabled, patrons can make reserves through the discovery layer.

16. **Homeroom Checkout Picture Layout Column:** Specify the number of columns of students to show in Homeroom Check Out.

17. **Homeroom Checkout Picture Layout Row:** Specify the number of rows of students to show in Homeroom Check Out.

18. **Minimum Search Character:** Specify the minimum number of characters needed for searches to be submitted in the discovery layer.

19. **Find/Add Patron Default Search By:** Select the search option selected by default associated with the first, second, and third search boxes of Find/Add Patron.

20. **Find/Add Items Default Search By:** Select the search option selected by default associated with the first, second, and third search boxes of Find/Add Item.