Setting Materials as Hidden

1. Go to Back Office tab.
2. Go to Library Policies.
3. Go to Circulation Types.
4. Click on the “edit” icon for the Circulation Type you wish to hide.
5. Check “Hidden”

6. Choose Access Levels (Back Office tab).
7. Click the “edit” icon for the access level you want to allow/disallow to see hidden materials (e.g. “Student,” “Patron,” “Faculty”).
8. Check or uncheck the “See Hidden Materials” option under the Library Catalog Search Access heading.