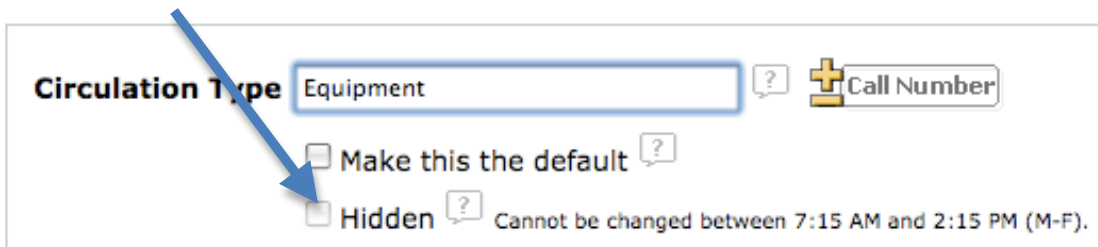


Setting Materials as Hidden

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”



Circulation Type ?

Make this the default ?

Hidden ? Cannot be changed between 7:15 AM and 2:15 PM (M-F).

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.