

Loaned Items Notice for teachers

September 25, 2023

This week we're highlighting the [Loaned Items Notice](#). Usually notices are sent to the individual patrons—but what about utilizing them for teachers as well?

The screenshot shows the 'Reports' section of the Alexandria Library System interface. On the left is a 'Categories' sidebar with options like 'All Reports', 'Popular', 'Patrons', 'Titles', 'Copies', 'Circulation', 'Statistics / Usage', 'Charges / Payments', 'Holds', 'Inventory', 'Collection Analysis', 'Study Programs', 'Interlibrary Loans', 'Special', and 'Legacy'. The main area has tabs for 'Quick' and 'Saved'. Under 'Quick', there's a 'Reports' section with a search bar containing 'loan' and a list of report types: 'Interlibrary Loans - Overdue at Current Site', 'Interlibrary Loans - Overdue at Other Sites', 'Loaned Items Information', and 'Loaned Items Notice'. Below this are 'Selections' and 'Options' tabs. The 'Options' tab is active, showing settings for 'Sort by' (Homeroom), 'Format' (2 Per Page), 'Show Patron's Barcode' (unchecked), and 'Include Cover Art' (unchecked). A 'Notice Text' box contains the text: 'The following items require your attention. Please contact the library as soon as possible.' At the bottom right are buttons for 'Create Saved Report' and 'Run'.

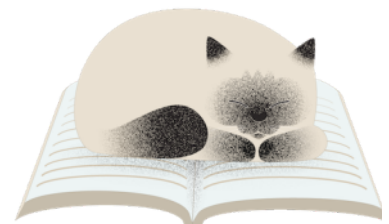
For example, Mrs. Krabappel's class comes in once a week, and you want to automate an email to her with a download link to the Loaned Items Notice for her class. Here's how!

1. Go to **Operations > Reports > Circulation > Notices > Loaned Items Notice**.
2. On the **Selections** tab, select Krabappel in the **Patrons from Homeroom** fields (remember that Homeroom is a terminology that can be changed in Preferences, so your organization might use a different term).
3. On the **Options** tab, select **2 Per Page** as the format and make any other customizations you'd like such as modifying the notice text and selecting if you want to show cover art
4. Click **Create Saved Report**
5. Type a name for the report and click **OK**. (e.g. Loaned Items Notice - Krabappel)
6. The report will move to the Saved tab, with additional settings.
7. On the **Schedule** tab, schedule the report and set the frequency and when you want the report to run.
8. On the **Notification** tab, select **Enable Email Notification** and enter the homeroom teacher's email address into the **Email Notification and Download Link To** field (e.g. ekrabappel@myschool.org).
 - a. This will send a link to download the PDF straight to Mrs. Krabappel.
 - b. If you need to send the report to multiple emails, separate them with commas.
9. Click **Save**.



Coming soon: Reports will be split up into 3 types—informational Reports, email [Notices](#), and [Labels](#)! We'll be sharing betas with our users in upcoming months.

Have questions about [Notices](#) or anything else in Alexandria? Our support team is ready to help if you need it at (800) 347-4942 · support@companioncorp.com.



Pasha prefers to sleep on the items he has on loan from the library.



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