

Get your items back before break!

December 16th, 2019

Winter break is just around the corner, which means it's time to heckle your patrons about returning their stuff on time. How can you notify patrons about coming due *and* overdue items at the same time? We've got a report for that!

Circulation Notice				
The following items require your attention. Please contact the library as soon as possible.				
Joseph Austin		Level: 8	Dec 11, 2019 COMP - COMPanion CC Demo	
An American plague				
Murphy, Jim		Due Date	Returned Date	Daily Rate
20178		Dec 5, 2019		
614.5 MUR		Replacement Cost: 20.00		

Circulation Notice				
The following items require your attention. Please contact the library as soon as possible.				
Joseph Austin		Level: 8	Dec 11, 2019 COMP - COMPanion CC Demo	
Anno's mysterious multiplying jar				
Anno, Masaichiro		Due Date	Returned Date	Daily Rate
20110		Dec 19, 2019		
512 ANN		Replacement Cost: 20.00		
Fine Balance				

Using the [Coming Due Items Notice](#) report for both coming due and overdue items is a breeze:

1. Go to **Tools > Reports > Circulation > Notices > Coming Due Items Notice**.
2. On the **Selections** tab, click on the arrow to the right of the **Patrons with Items Due** selection. Then click on **Date Range**.
3. Leave the first date field blank. (This way, overdue items will be included as well.)
4. Enter your ending date in the second date field. We suggest making this the last day before break.
5. Make any other necessary selections (policy, grade, homeroom, etc).
6. On the **Options** tab, choose in which format you'd like to send the notices.



Check out our documentation on the [Coming Due Items Notice](#) report to see what all of the different formats look like!

7. If needed, customize the chosen format's checkboxes and notice text.
8. Click **Run**.

If you chose to email the notices, you don't need to do anything else but wait for those books to come in! However, if you chose a paper format, you

will need to download the notices from Operations Management



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before printing and distributing them.

Happy holidays!

We hope you and your patrons have a wonderful break! Just as a reminder, Customer Support will still be available 24/7 to help you during the holidays. Simply give them a call at 1-800-347-4942 or send an email to support@goalexandria.com.



Still on version 6? [Learn about switching to Alexandria 7!](#)

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