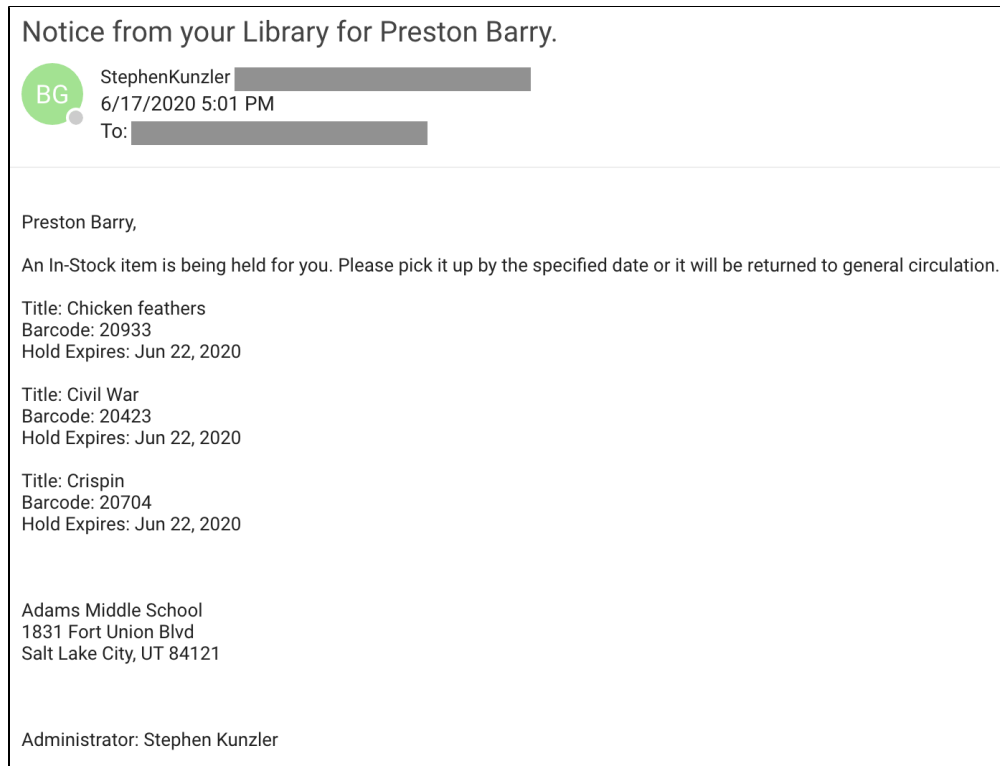


# Keeping patrons informed—Email notices

August 31st, 2020

Is your library now running remotely? If so, you'll probably need to set up some email notices. Overdue items, unpaid charges, coming due items... Learn how to schedule notices for all of these with Alexandria!



With email notices, you'll be able to easily give patrons important information without needing to see them or individually email everyone.

## Version 7

Make your life easier by [saving](#) and [scheduling](#) frequently used email notices. Doing so makes them automatically go out, allowing you to not give notices a second thought!

Which notice reports should you set up? Here are a few we recommend:

- Use the [Coming Due Items Notice](#) to increase the chances of getting your items back on time.
- Let patrons know they have a hold that's ready to be picked up with the [In-Stock Hold Notice](#).



Set up multiple scheduled In-Stock Hold Notices to give patrons more than one chance to see it (immediately after it becomes available and a few days before it expires, for example). The In-Stock Hold Expiration Date selection with [relative dates](#) makes this a breeze!

- Periodically send out the [Overdue Items and Unpaid Charges Notice](#) / [Overdue Items Notice](#) / [Unpaid Charges Notice](#) so patrons are never surprised by charges.

Check out our full list of [Circulation Notices Reports](#) for more.



In order for Alexandria to send out emails, you'll need to configure your [Email Settings](#) in Administration and have an email listed in your [Site Record](#).

## Version 6

You can also [save](#) and [schedule](#) email notices in v6.

Here are some email notices you may want to schedule:

- [Circulation Notice](#) (overdue items)
- [In-Stock Hold Notice](#)

And there you go. Get those notices scheduled and enjoy the freedom!



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

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