Customize your notices!

September 8th, 2020

Miss Honey has a new procedure for picking up holds, but patrons keep forgetting to only come during certain hours. How can she remind patrons of the new pickup hours each time they have holds ready? Well, with Alexandria, she can customize the text of her automatic in-stock hold notices!

While Alexandria comes with default text for various notices, we realize you may need to change the text to suit the needs of the moment. You can change the text for the following notices:

- Circulation Letter
- In-Stock Hold
- Recall (v6 only)
- Reservation Notice
- Overdue Suspension Notice
- Patron Suspension Notice
- Account Access Information
- Email Signature
- Circulation Notice
- Circulation Notice Email Subject
- Refund Letter
- Damage Letter
- Subscription Claim Letter

See our pages on **Circulation Preferences > Letters** (v7 | v6) for more information on what these are used for and the defaults.

Step-by-Step Instructions

Whether you use v7 or v6, here's how you can edit the text of a notice:

1. Go to **Preferences > Circulation**.
2. Click on the **Letters** tab.
3. Select the letter you wish to edit.
4. Edit the text.
5. Click **Save** in the upper right-hand corner.

> ✅ You can also customize notice text when you set up email notices in Reports.
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> See last week's tip for information on setting up email notices!
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> Read 5 Library Notices to Lighten Things Up for some creative notice text ideas.

And voilà! Now your patrons will be in the know on what's happening at your library.

> ⓘ Still on version 6? Learn about switching to Alexandria 7!
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