

Lost books? Remind your patrons about them!

November 16th, 2020

Do you still have a lot of lost books? When schools and libraries had to close suddenly, students may have lost or forgotten about their books. If your patrons need a little reminder to return them, simply send out the *Lost Items Charge Notice* report!

Nikola Byrnes,

Uh oh! These books have been declared lost. Have you looked in your backpack, bedroom, wardrobe, or the Underworld? Better get searching!

Title: 14 cows for America
Barcode: 20017
Date Due: Nov 25, 2020
Date Returned:
Fine: \$20.00

Title: The beasts of Clawstone Castle
Barcode: 21332
Date Due: Nov 25, 2020
Date Returned:
Fine: \$20.00

Adams Middle School
1831 Fort Union Blvd
Salt Lake City, UT 84121

Administrator: Stephen Kunzler



[Email Preferences](#) need to be configured for email notice reports to work. You'll also need to have an email listed in your [Site Record](#).

Version 7

The [Lost Items Charge Notice report](#) will go out to all selected patrons who have unpaid charges on lost items. We recommend you set up a scheduled report that will automatically send notices on a regular basis:

1. Go to **Reports > Circulation > Notices > Lost Items Charge Notice**.
2. Click **Create Saved Report** in the bottom right-hand corner.
3. Type a name for the report and click **OK**.
4. The report will move to the **Saved** tab, where there are additional settings. Fill out the **Overview**, **Selections**, **Options**, **Schedule**, **Notification**, and **FTP** tabs as necessary.
 - a. Be sure to fill out the **Schedule** tab to determine the report frequency.
 - b. If you would like notices to be emailed directly to students, choose the **Email** format on the **Options** tab.
 - c. If you use paper notices and want to be emailed a link to the downloadable PDF each week, check the **Enable Email Notification** checkbox on the **Notification** tab and add your email to the **Email Notification and Download Link To** field.
 - d. If you want a confirmation each time the report runs, check the **Enable Email Notification** checkbox on the **Notification** tab and add your email to the **Email Notification To** field.
5. Click **Save**.

You can also use the [Send Patron Details Email report](#) to remind patrons about lost books they have already paid charges on. That might incentivize them to look for those lost books and get their money back!

Version 6

You can also notify your patrons about lost items in v6 with any [Circulation Notice report](#). Choose the report with your preferred format and change the **Transaction Type** to **Lost Item**. If you want to schedule the report, use the [Schedule tab](#).



Whether you're on v6 or v7, check out our [5 Library Notices to Lighten Things Up](#) blog post for some fun ideas on spicing up your notice text!

Before you go...

Have you used the new [Patron Details](#), [Item Details](#), and [Copy List](#)? [Let us know what you think in our short survey!](#) Your feedback will help inform future improvements.



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

[Switch to Alexandria 7 ARCHIVED](#)