

Prepping for winter break

December 7th, 2020

Winter break is approaching, which means reminding your patrons to return everything! Luckily, we've got a collection of great tips to help you get everything in order before heading out for the holidays.

Categories

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Quick **Saved**

Reports

- Coming Due Items Notice
- Damaged Items Notice
- In-Stock Hold Notice
- Lost Items Charge Notice
- Needed for Reservation Notice
- Overdue Items and Unpaid Charges Notice
- Overdue Items Notice

Selections **Options**

Format

Notice Text

Remember to return these items by December 18th. Have a wonderful winter break!

Create Saved Report Run

Incentives

- **Fee, Fine, Foe, Um?—All About Charges.** Set up fines for overdue items. Alternatively, offer waived or reduced fines for books returned before the New Year. You can forgive charges through **Circulation > Charges tab > Make Payment** or the [Forgive Charges utility](#).
- **You're Suspended.** If you can't charge fines, you can still encourage patrons to return materials on time by suspending borrowing privileges.

Notices

- **Get your items back before break!** and **What's due soon?—Relative dates.** Remind patrons of items due soon with the *Coming Due Items Notice* report.
- **Get your books back!—Scheduling overdue notices.** Use one of the many overdue notices to alert patrons when they have books overdue.
- **Lost books? Remind your patrons about them!** The *Lost Items Charge Notice* report reminds patrons when they have unpaid lost item charges.



You'll need to add an email to your [Site Record](#) and configure [Email Preferences](#) for email notice reports to work.

What does your library do to prepare for winter break? Share in the comments!



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

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