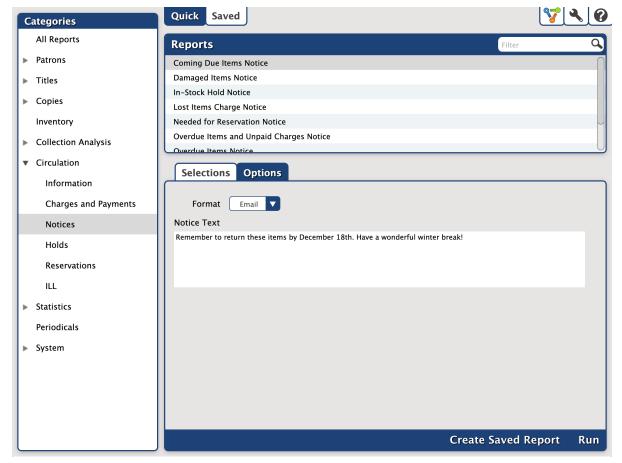
Prepping for winter break

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.



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

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- 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!

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