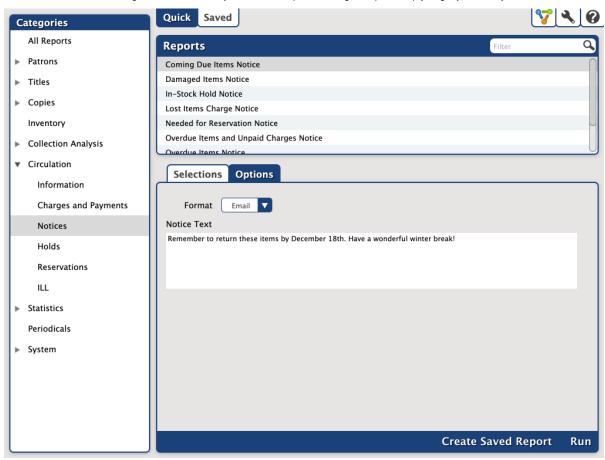
## Makin' a list (of winter break to dos) & checkin' it twice...

December 6 2021

Ho ho hold on-winter break is coming too fast! Don't worry, we have compiled some great tips to help you get your library in order before the holidays.



- Winter (break) is coming! Are your period due dates set? Period due dates are fixed due dates that require items to be returned to the library, regardless of the loan period or any other circumstances. Make sure yours is set!
- 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.
- 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 Unpaid Charges Notice report reminds patrons when they have unpaid lost item charges.

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

What else is on your winter break to do list? Tell us in the comments!

Tell us how we're doing! Fill out our Support Center Content Feedback to let us know how we can improve our Support Center.