

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.

The screenshot shows a web interface for a library management system. On the left is a sidebar with a 'Categories' menu. The main content area has tabs for 'Quick' and 'Saved' reports. Under the 'Reports' section, a list of report types is shown. Below that, the 'Options' tab is selected, displaying a 'Format' dropdown (set to 'Email') and a 'Notice Text' input field. The input field contains a pre-written message about returning items by December 18th. At the bottom right, there are buttons to 'Create Saved Report' and 'Run'.

- [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.



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!

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