

Patrons Email Reports

Operations

Reports

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Send Email

 **Tools > Reports > Patrons > Email**



Send Email

Sends out a customizable email to a selection of patrons

We recommend sending a test email to yourself first to ensure everything is correct. Click **Run** to send the email.

 [Learn more about setting up email notices for patrons and librarians.](#)

Use(s)

Use this report to send emails to patrons about library events, book sales, dates the library will be closed, and more.

Selections

Selections Options

Send an email to the primary email of selected patrons.

Patrons at Site AMS - Adams Middle School

Patrons with a Status of Active

Patrons in Security Group Any Group

Patrons with a Policy of Any Policy

Patrons from Location From Through

Patrons in Grade From Through

Patrons added From MM/DD/YYYY Through MM/DD/YYYY

Patrons in Barcode Range From Through

Patrons with Barcodes

☒ Show Additional Selections Create Saved Report Run

Options

Selections Options

Send email to Primary email only ☒ Limit to patrons Primary & Other emails

Subject From

Body

Insert Letter Content

Insert Letter Content: You can choose to use one of your [Letter Preferences](#).

Example Email

Here's an example of what an email sent via this report will look like to patrons:

Patrons Email Reports

Library closed Jan. 12-13



JeffWheeler

1/11/2020 2:53 PM

To:

Due to the snowstorm, the library will be closed on January 12th and 13th. Due dates will be updated and fines won't accumulate during those days.

Send Patron Details Email

Send Patron Details Email



Sends an individualized [Details report](#) to selected patrons

Use(s)

[Save this report](#) and set it up to automatically send patrons their Details each week or each month. Then your patrons will be consistently notified regarding their loaned items, overdues, holds, reservations, charges, and more.



You can send to the patron's [Primary Email](#), or Primary & Other emails.

[Learn more about setting up email notices for patrons.](#)

Selections

Selections Options

This email will send to all emails in the selected patron record(s).

Patrons at Site WHS - Washington High School

Patrons with a Status of Active

Patrons in Security Group Any Group

Patrons with a Policy of Any Policy

Patrons from Homerom From Through

Patrons in Grade From Through

Patrons added From MM/DD/YYYY Through MM/DD/YYYY

Patrons in Barcode Range From Through

Patrons with Barcodes

☒ Show Additional Selections

Options

Selections Options

Send email to ☒ Primary email only ☐ Primary & Other emails ☒ Limit to patrons

Subject From

Body

Insert Letter Content: You can choose to use one of your [ion Preferences](#).

Example Emails

Here are examples of what Patron Details sent in an email via this report will look like to patrons:

Library Patron Details for Darla Anderson



WashingtonHighSchool
6/12/2020 4:42 PM
To: [REDACTED]

Patron Details - Librarian - Washington High School

06/12/2020 4:30 PM

Darla Anderson

1001



Status: Active
Location: Jones
2nd Location: Dibb
Grade: 11
Last Used: 06/12/2020

Items Out: 2
Overdue: 1
Holds: 2
Reservations: 1
Textbooks Out: 7

Lexile: 1334 + SAT
Reading Level: 10.9

Items Out

Call #/Barcode
FIC LAS
21446



FIC LAS
21448



Item
The journey (\$20.00)
Series: Guardians of Ga'hoole

Due Date
05/20/2020
OVERDUE
Due
\$0.00

The outcast (\$20.00)
Series: Guardians of Ga'hoole

06/26/2020

Total Replacement Cost: \$40.00

Holds

Call #/Barcode
FIC BRU
11203
FIC LAS
31627

Item
Sacajawea : the story of Bird Woman and th...
The rescue
Series: Guardians of Ga'hoole

Status
In Stock
In Stock
Expiration Date
06/17/2020
06/17/2020

Reservations

Call #/Barcode
FIC JAC
11644

Item
The Bellmaker

Starting Date
06/24/2020
Ending Date
06/26/2020

Reserved Items

Call #/Barcode
FIC LAS
21449

Item
The rescue

Reserved On
06/12/2020

Lost Items

Call #/Barcode
FIC MAS
21558

Item
Sleeping Beauty, the one who took the real...

Date
06/12/2020
Overdue Fine
Due
\$2.30
2.30
Total: \$2.30

Charge Summary

Type
Overdue Fine Was Due:05/20/2020;21884;FIC ...
Lost Was Due: 05/20/2020
Fee
Charge;Fee Charged;
Current total from Lost Items

Description
Overdue Fine Was Due:05/20/2020;21884;FIC ...
Lost Was Due:05/20/2020;21558;FIC MAS - S...
Charge;Fee Charged;
Current total from Lost Items

Balance Due: \$32.60

Alexandria Librarian

Library Patron Details for Darla Anderson



WashingtonHighSchool
6/16/2020 2:01 PM
To: [REDACTED]

Patron Details - Textbook Tracker - Washington High School

Darla Anderson



Status: Active
Location: Jones
2nd Location: Dibb
Grade: 11
Last Used: 12/03/2014

Text Over

Libra

Textbooks

Title ID/Barcode
MATH003
100501



SCI001
102001



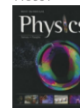
HIST002
105001



ENG003
106001



ART005
113001



Item
Algebra 2 (\$50.00)

Due
12/03/2014
OV

Chemistry: The Molecular Nature of Matter ... (\$50.00)

04/12/2014

Glencoe World Geography (\$50.00)

04/12/2014

Grammar for High School (\$50.00)

04/12/2014

The Theatre Experience (\$50.00)

04/12/2014

Total Replacement Cost: \$250.00

Lost Items

Call #/Barcode
SCI006
107501

Item
Holt McDougal Physics

Date
06/12/2020

Charge Summary

Type
30

Description
Lost Was Due:04/19/2021;107501; -- Holt Mc...
Charge;Broken chair;

Date
06/12/2020

Textbook Tracker

Click on the images and use the plus + icon to look at them closer!