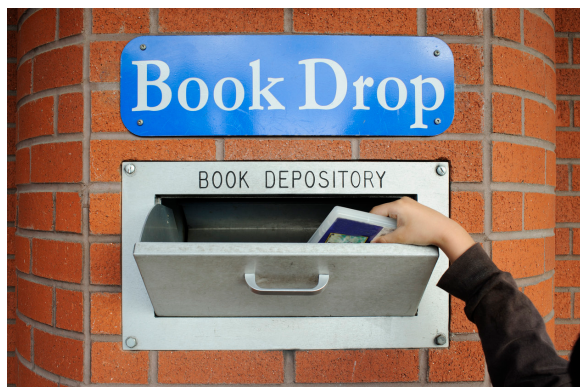


# Get your books back—send emails!

December 5, 2022



The [Loaned Items Notice](#) and [Send Patron Details Email](#) reports are both good options for notifying patrons to return their checked out items. In the Options tab, you can change the body of the email to let patrons know they need to bring the items back.

See [Winter \(break\) is coming! Are your period due dates set?](#) for another great tip on preparing for winter break.

Want to read more about using emails in Alexandria? Check out some of our past tips.

- [Automatic email notices... What are you waiting for?](#)
- [Get your books back!—Scheduling overdue notices](#)
- [Save paper—Email Receipts](#)
- [Keeping patrons informed—Email notices](#)
- [No Email? #noprobem](#)

As always, reach out to our support team at 1-800-347-4942 for any questions. We're happy to help!

Winter break is coming soon, and that means it's time to make sure books are returned before students leave for the holidays.

You can send email notices to your patrons for an easy way to remind them to bring those books back.



Learn more about Alexandria's [Integrated Email Services](#), for hassle-free email service, all managed by us. Call 1.800.347.6439 to discuss if this is the best option for your library.



**Pasha** is ready for winter break—and a long winter's nap!



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