EMAIL OVERDUE NOTICES TO PARENTS OR STUDENTS

Go to Reports > Library Reports > Current Checkouts/Fines

**STEP 1**

1. **Format**
   - **Show**
     - Checked Out/Overdue Materials
       - All that are currently overdue
       - That are overdue by 31 to 60 days
       - That are due from 3/3/2016 to 3/3/2016
       - All that are checked out
     - Unpaid Library Fines
   - **Format**
     - Report -- Output PDF
     - Email to Homerooms
     - Notices -- Language: English

**STEP 2**

1. **Format**
   - **Limit**
     - Overdue Materials & Unpaid Fines/Notices - Items overdue by 31 to 60 days
   - **My Patrons**
     - Super Student
     - Graduating in 2016
   - **Also Include**
     - Patrons of other sites that have my materials and/or that owe fines to Cosgrove Middle School.

   - **My Materials**
     - Class Sets
     - ILL
     - Magazines
     - New & Dangerous
     - Processing
     - Reference
     - Regular
   - **Also Include**
     - The materials my patrons have and/or the fines they owe that belong to other sites in the district.

[Continue button]
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STEP 3

Save setup – Name the report and schedule them to be sent automatically each week, or run them manually. If you send them automatically you must remember to turn it off before you leave for the summer.

Be sure to put (do not reply) after your Library name in the Display name. For email you can either use a donotreply or your real email.

Customize what you say in the body of the email and include your contract information.
Each time the report runs, you will get a Job Manager report that will tell you if any of the emails could not be sent. It will also give you a link to a “paper” notice you can mail to students who do not have an email address in their patron record.

**Job Manager > Job Summary**

**Job**  Student 31-60 Email Overdue  
**Site**  Cosgrove Middle School  
**Started**  2/29/2016 4:00 PM  

**Summary**
- Email Notices Attempted: 9
- Email Notices Sent: 0
- Email Notices Failed: 5
- Patrons Skipped: 4

**Skipped**  
- Adams, Taya Marie (Barcode: P 10493)  
  No email address on file.
- Berbeneciuc, Brayden William (Barcode: P 65994)  
  No email address on file.
- Blackcloud, Alyssa Lee (Barcode: P 75691)  
  Sending mail to jblackcloud@gmail.com - Unknown error
- Cunningham, Nyjah Leiaq (Barcode: P 177386)  
  No email address on file.
- Griffin, Brianna Michelle (Barcode: P 40808)  
  Sending mail to robyns050575@gmail.com - Unknown error
- Kinser, Madison RayAnn (Barcode: P 10210)  
  Sending mail to partylitevam@gmail.com - Unknown error
- Maynard, Nicole (Barcode: P 520251)  
  No email address on file.
- Miller, McKenzie Nicole (Barcode: P 10060)  
  Sending mail to kingdombound127@aol.com - Unknown error
- Pecora, Dominic Charles (Barcode: P 10016)  
  Sending mail to pecoramar@aol.com - Unknown error

**Process failed**  2/29/2016 4:01 PM

For videos demonstrating email overdue notices for homerooms and ILL, go to [http://www.monroe2boces.org/SLS.cfm](http://www.monroe2boces.org/SLS.cfm) and click on Follett Destiny Guides and then the green REPORT button.