

## Overdue Notices (2/page)

### (Overdues/bills Notices)

**Purpose:**

Create a Notice to use to notify student or parent of overdue item/bill  
-Send to student, or select address info to send to parent

**Location:**

INFOhio tab > CIR: Overdues and Notices

**Setup options:**

- a. Basic tab – change report name and title to reflect purpose of report  
- “Overdue NOTICE 2nd grade”
- b. User Selection tab: Grade (02)
- c. Item Selection tab: Library
- d. Sorting: library/grade/room/name (or as desired)
- e. Output options: Notice, format: use default

*Two notices per page*  
Enter message as desired  
(4 lines available).

Message (Notices and Long Report)
The listed items are overdue, or you owe a fine.
Please return items to library as soon as possible.
-Your Library Staff

Field selections as shown:  
(Can select as desired)

Field Selection		
<input checked="" type="checkbox"/> Item: Title	<input checked="" type="checkbox"/> Date: Checkout	<input checked="" type="checkbox"/> Patron: Room
<input checked="" type="checkbox"/> Item: Barcode Number	<input checked="" type="checkbox"/> Date: Returned	<input type="checkbox"/> Patron: Teacher
<input type="checkbox"/> Item: Callnum	<input checked="" type="checkbox"/> Date: Due	<input type="checkbox"/> Patron: Program
<input type="checkbox"/> Item: Author	<input checked="" type="checkbox"/> Date: Notice Date	<input checked="" type="checkbox"/> Patron: Grade
<input checked="" type="checkbox"/> Item: Estimated Fines	<input checked="" type="checkbox"/> Patron: Name	<input checked="" type="checkbox"/> Patron: Address
<input checked="" type="checkbox"/> Item: Price	<input checked="" type="checkbox"/> Patron: ID/Alt-ID	<input type="checkbox"/> Patron: Homeschool

**Tip:**

- Save this report as a template, to be run when desired, or set it as a “Scheduled “ report, to run automatically, as needed.



Results:

Swain, ISSAC MICHAEL	Grade : 02
	Room : 2A-BOHN
	Date : 07/23/2009
NOTIFICATION OF OVERDUE ITEMS / FINES / FEES	
The listed items are overdue, or you owe a fine. Please return items to library as soon as possible. -Your Library Staff	
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* OVERDUE *	Go to sleep, dear dragon by <u>Hillert, Margaret</u> Amount: 1.00
	32612010034613 - E HIL
	Out: 11/15/06 Ret: 05/30/07
<u>Worrasi, DRAKE BRANDON</u>	Grade : 02
	Room : 2A-BOHN
	Date : 07/23/2009
NOTIFICATION OF OVERDUE ITEMS / FINES / FEES	
The listed items are overdue, or you owe a fine. Please return items to library as soon as possible. -Your Library Staff	
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* OVERDUE *	Big Showoffs by Albright, Molly
	32612010046138 - FIC ALB (Replacement Cost: \$11.10)
	Out: 05/20/09 Due: 05/26/09