

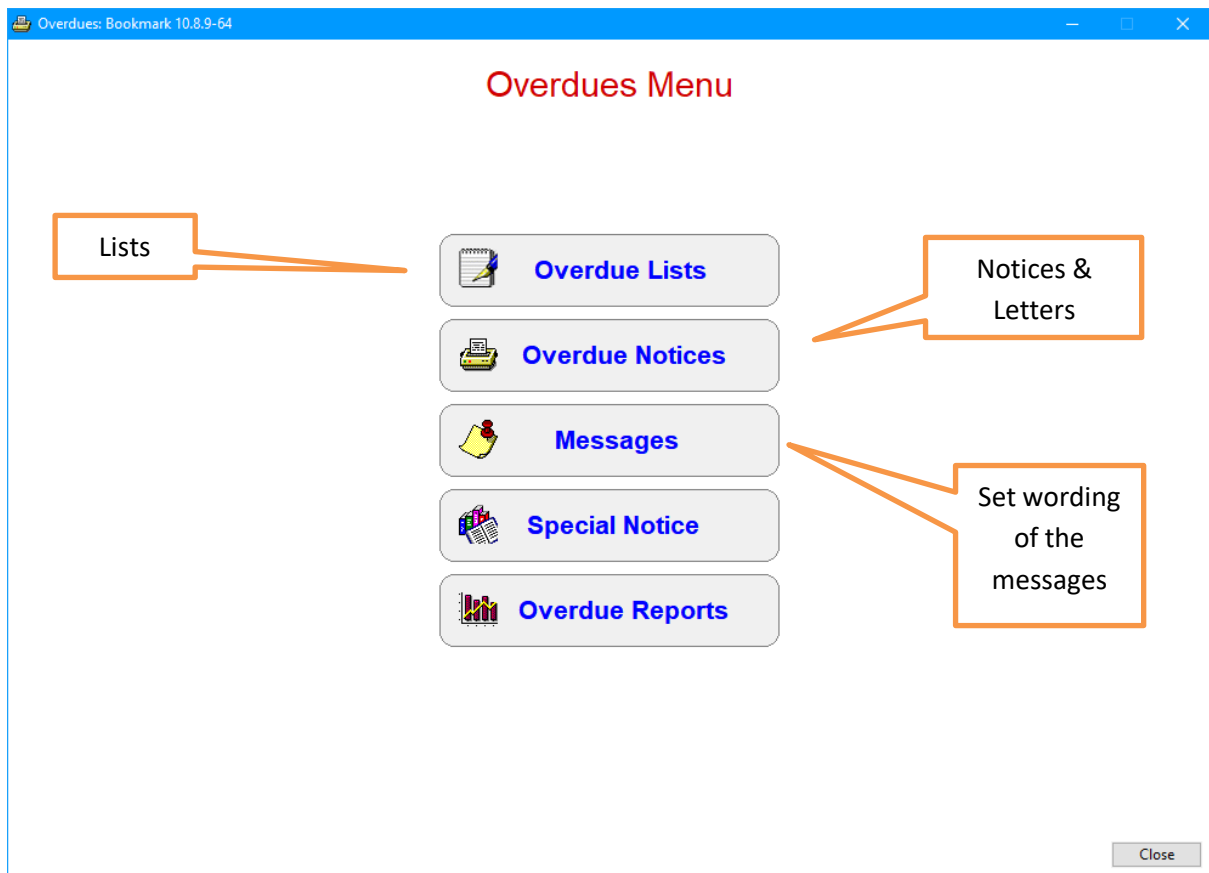
BOOKMARK FACT SHEET

Overdues

August 2023

There are three types of overdues: a list of overdues, individual overdue notices, or a single overdue notice.

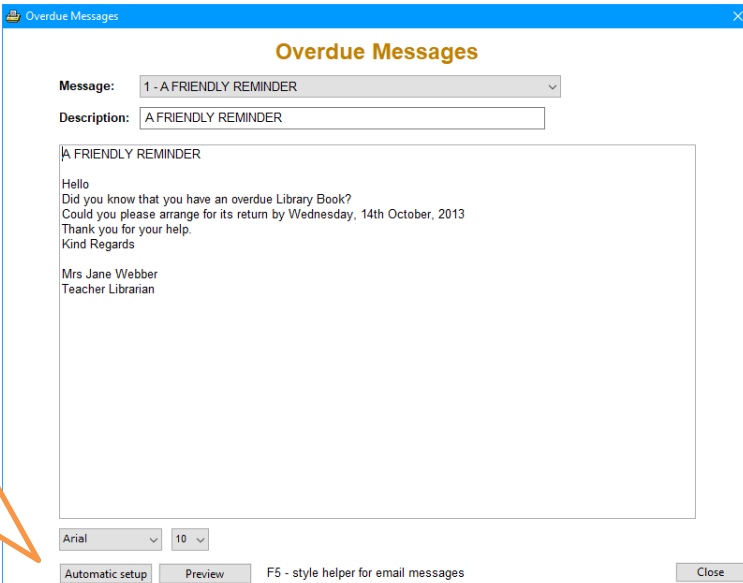
Notices can be regular, with or without book cover images, letter format, pdf, or email.



Overdues Messages

Messages can be included on overdue lists and notices. Set up the wording of the messages first. Use the dropdown list at the top to choose the message number.

Set the number of days applicable to the message if you set the messages to automatic. 999 is the last message

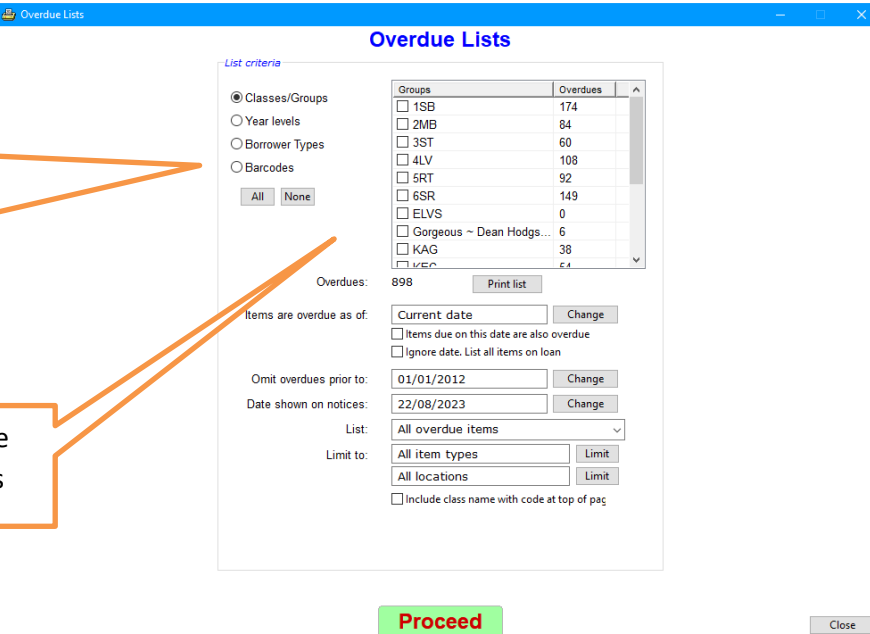


Overdue Lists

Overdue lists are intended as a summary of the overdue items to a class. They can be given to a teacher.

Choose borrower type, class, or year level

Tick the classes



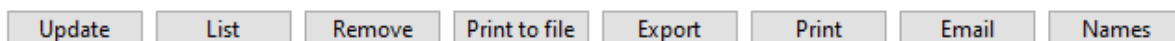
Is the list is to be done by class, year level or type. Put the dot in the circle of choice.

Tick the box for those requiring overdues (there is a button that says all, and another button to clear all choices).

Then click View to see the list.

The screenshot shows the 'Overdue Lists' application window. At the top, it says '92 overdues'. Below is a table with columns: BN, Name, Class, Year, Type, Type description, and Overdue. The table lists several borrowers, mostly from Class 5RT, Year 5. Below the table are options for 'Layout' (including checkboxes for 'Include cost', 'Include total cost for entire list', 'Include total cost for each borrower', and 'Add blank line between borrowers') and 'Printing font' (with 'Font' set to 10 and 'Size' set to 8). At the bottom are buttons for 'Save setup', 'Update', 'List', 'Remove', 'Print to file', 'Export', 'Print', 'Email', 'Names', and 'Close'. Three callout boxes provide instructions: one points to the table columns saying 'Choose what is to be included, and what it looks like'; another points to a row saying 'Highlight an individual and press remove to take them off the list'; and a third points to a row saying 'Double click an individual to see the titles of the overdue books'.

Print to file makes a text file which can be saved or imported into Word or Notepad. Export is a tab-delimited text file suitable for Excel.



Email can be used to send lists to teachers. (Email system must be set up.)

Overdue Notices, Letters or Emails

A notice is one that can be given to the child or parent.

- Regular printed notices list the overdues.
- Printed overdue notices include book cover images.
- Letter format can be folded and posted in a window envelope.
- An email can be sent out. *See the factsheet on email overdues* as there are technical issues that have to be dealt with before it works.

Step 1.

The list of how many overdues can be printed

The notices can exclude or include dates, item types etc.

Proceed

Work whether it is to be done by class, year level, or type, and put the blue dot in the circle of choice. Click Proceed.

Add the school's logo

Work out which message and how the notice should look

Highlight if only wishing to print some of them

You can edit the message the message by clicking and choose automatic messages See below

BN	Name	Class	Year	Type	Type description	Overdues
39	VENN, Lisa	4LV	S	7	Teacher	6
105	ATHIS, Eliza	4LV	4	2	Year 3,4	7
116	TURPIN, Harvey	4LV	4	3	Year 5	1
124	DRIVER, Chloe	4LV	4	2		
	s, Oliver	4LV	4	2	Year 3,4	
	ARD, William	4LV	4	2	Year 3,4	3
	ES, Daniel	4LV	4	2	Year 3,4	8
	adeleine	4LV	4	2	Year 3,4	3
	Taylor	4LV	4	2	Year 3,4	2

Regular printed notices

Font: Arial

Size: 10

Restrict

Message: 1 - A FRIENDLY REMINDER

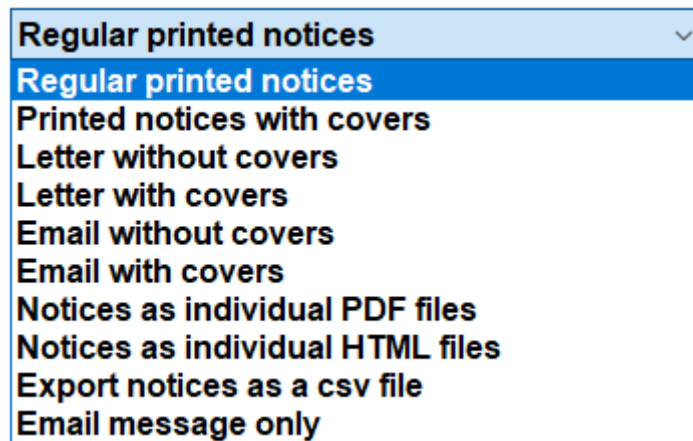
Include 'the following items are overdue as of'
 Include borrower address on overdue notices
 Include email address on overdue notices
 Use alt addresses
 Include cost
 Include total cost
 Display total cost line at bottom of message
 Include site name at top of notice
 Show location instead of item type
 Show full barcode instead of item number
 Top margin: 1

Each person begins a new page
 More than one person per page
 Start a new page for each class

Save setup | History | List overdue items | Remove from list | Print to file | Print selected notices | Print all notices | Close

Remove takes the person from the list it doesn't change anything else.

Choose the type of overdue notice to send out. There are several!



If the school's logo is to be used (Banner or Footer) it should be stored in the Images folder in the Bookmark folder.

Banners

A banner is a graphic image that appears at the top of the page. It can be in the format bmp, jpg, gif, or png. Bookmark will resize it to fit.



You can store it in the images folder inside the bookmark folder..

Browse to find your banner, so the correct name and path are entered.

Print your overdues and voila!!!.

Overdue Setups are a time saver. They can be used to if different combinations are needed.

Single overdue notice for just one person

An "on the fly" overdue notice can be generated in Circulation / Loans.

In Circulation call up the borrower. Choose Options. (If the overdue option does not show check the switches in Controls, Circulation Controls to see if it is active or not.)

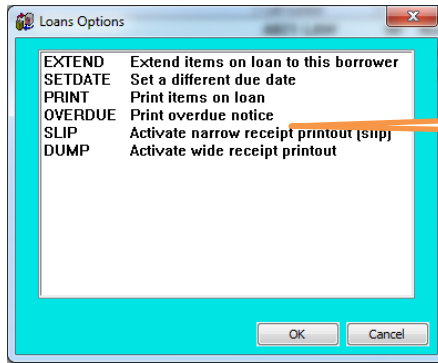
The screenshot shows a window titled "Loans 20/01/2014" with the following details:

- Borrower:** Mitchell, Marion (1)
- Loan limit:** 500
- Type:** 5 - Teacher
- On loan:** 3
- Class:**
- Due date:** 29/11/2013

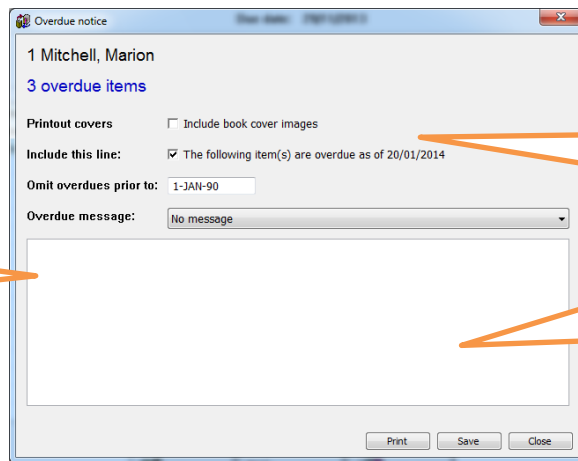
Below the details is a table of loans:

Number	Title	Call number	Type	Due date	Overdue
954	The leams	A821 LAW	NF Non-Fiction	29/11/2013	Overdue
456	The Snow Queen	398.2 AND	NF Non-Fiction	29/11/2013	Overdue
108	Jeremy's tail : a story	F BAL	F Fiction	29/11/2013	Overdue

At the bottom of the window are three buttons: History, Options, and Finish. An orange callout box with the text "Here" points to the Options button.



Here



Personalise the message.

Decide how message should appear.

It can be saved for Word as a straight text file to attach, or put into an email.

Press print.