



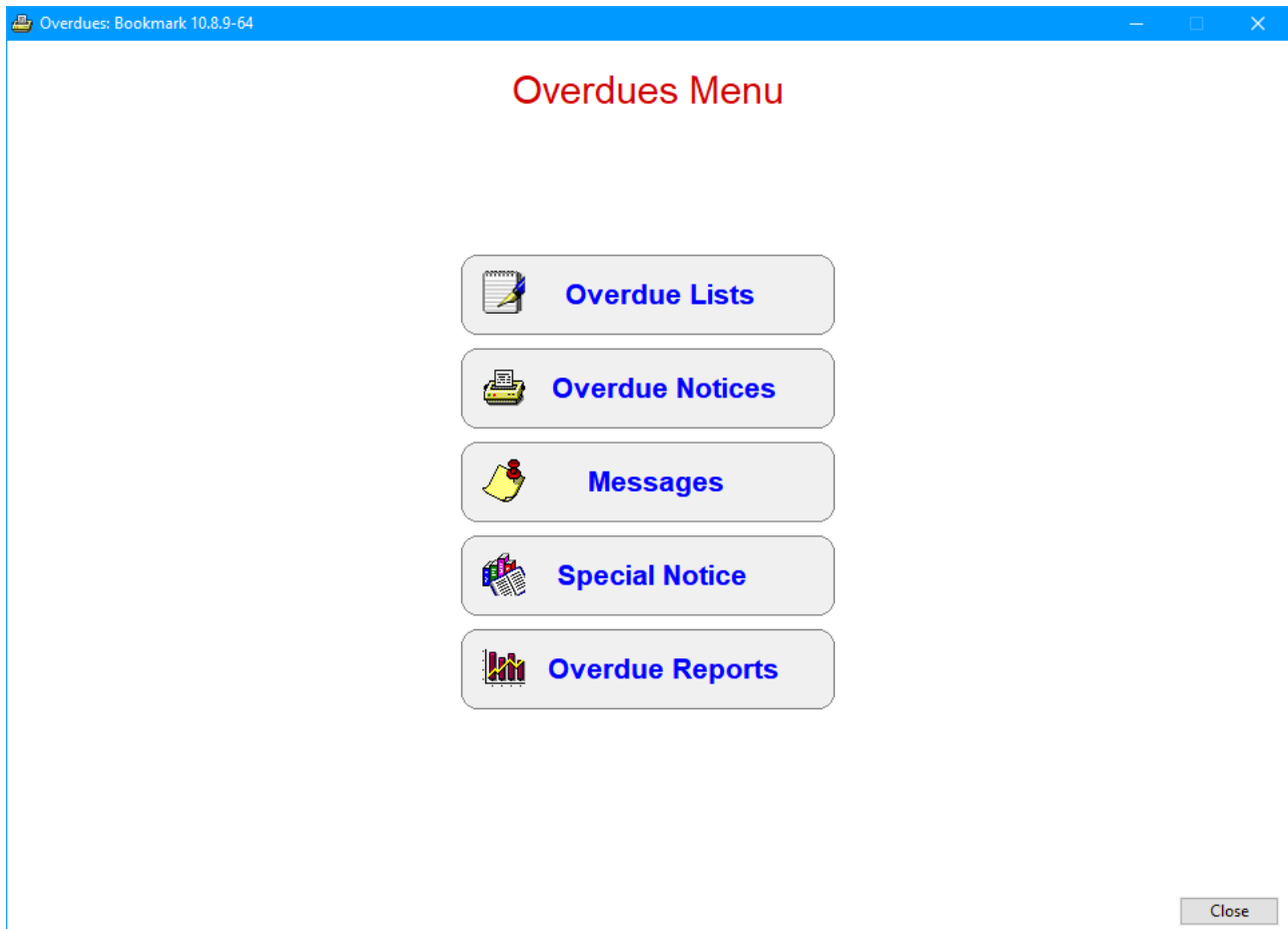
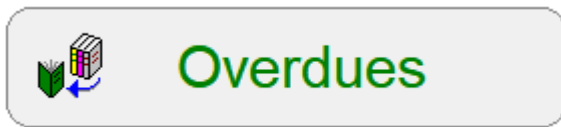
# Overdues

Revised 26/07/2023

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# Overdues



The Overdues module is used to make lists of overdue items and produce notices for individuals.

## **Overdue Criteria:**

An item is overdue if its due date comes before the overdue "test date".

The test date is usually the current date (today). If today is 26/07/2023, then any item with a due date before that date is overdue.

Items with due dates equal to or after the test date are not overdue.

# Overdue Lists



## Overdue Lists

The Overdue Lists operation generates column-format lists of overdue items. Overdue lists can be based on classes, year levels, borrower types or individual barcodes. Choose which criteria to use first.

Groups	Overdues
<input type="checkbox"/> 1SB	174
<input type="checkbox"/> 2MB	84
<input type="checkbox"/> 3ST	60
<input type="checkbox"/> 4LV	108
<input type="checkbox"/> 5RT	92
<input type="checkbox"/> 6SR	149
<input type="checkbox"/> ELVS	0
<input type="checkbox"/> GOR ~ Dean Hodgson	6
<input type="checkbox"/> KAG	38
<input type="checkbox"/> KFC	54

Tick the classes, year levels or borrower types for which you wish to obtain overdue lists, or enter individual borrowers by typing or scanning.

The controls below the list can be used to restrict the overdue list to a specific range of dates, item types or locations. By default there are no restrictions.

Changing the *Items are overdue as of* date changes the overdue test date and therefore the list. Setting the date to the end of year usually lists all loans as overdue.

Ticking *Items due on this date are also overdue*, changes the criteria slightly so that items due on the same date are overdue.

Click on *Print* to see a summary list of the number of overdues per class or year level.

The screenshot shows a software window titled "Overdues" with a menu bar containing "File", "Edit", "View", and "Format". The main area displays a table with two columns: "Groups" and "Overdues". The table lists various groups and their corresponding number of overdues. At the bottom of the window, there is a status bar with font settings (Tahoma, size 10) and three buttons: "Print", "Save", and "Close".

Groups	Overdues
1SB	174
2MB	84
3ST	60
4LV	108
5RT	92
6SR	149
ELVS	0
Gorgeous ~ Dean Hodgson	7
KAG	38
KEC	54
LO	6
PRNT	0
STAF	97
TELC 3DM	9
TELC 3DW	10
TELC 5D	11

Click on *Proceed* to go to the next step.

Overdue Lists

## Overdue Lists

899 overdues

BN	Name	Class	Year	Type	Type description	Overdues
3	BATTEN, Sara	1SB	S	7	Teacher	61
115	MCLEAN, Jay	1SB	1	1	Infants Student	2
121	COURTNEY-O'CONNOR, Am...	1SB	1	1	Infants Student	5
129	DRIVER, Georgia	1SB	1	1	Infants Student	7
132	BURGE, Benjamin	1SB	1	1	Infants Student	7
200	HADDAD, Charlotte	1SB	3	2	Primary Stage 2	7
207	Lucey, Alesha	1SB	1	1	Infants Student	2
211	Emmons, Cedar	1SB	1	1	Infants Student	2
230	HADDAD, Damon	1SB	1	1	Infants Student	7
233	THAM, Kaia	1SB	1	1	Infants Student	3
260	BROWNING, Jett	1SB	1	1	Infants Student	5
285	CUTLER, Jay	1SB	1	1	Infants Student	3
293	GRIFFITHS, Oliver	1SB	1	1	Infants Student	3
300	MCGILVRAY, Benjamin	1SB	1	1	Infants Student	1
305	ORNSBY, Thomas	1SB	1	1	Infants Student	3
309	POLLARD, Harper	1SB	1	1	Infants Student	3

*Page layout*

Spacing: Single spacing

Include cost

Include total cost for entire list

Include total cost for each borrower

Add blank line between borrowers

Top margin (cm): 0

Message: No message Edit

*Printing font*

Font: Tahoma

Size: 8

Custom Default

Save setup
Update
List
Remove
Print to file
Export
Print
Email
Names
Close

All borrowers having overdue items and matching the selected criteria are listed.

Double click on a borrower to view just their overdues.

Overdue Items

7 overdue items

BN	Name	Class	Y...	Ty...	Item	Title	Call number	Due date
129	DRIVER, Georgia	1SB	1	1	20849	Princess Charlotte and the Birthday Ball	BF Fre	19/05/2015
129	DRIVER, Georgia	1SB	1	1	26168	Who Wants to be a Poodle? I Don't	JF Chi *	19/05/2015
129	DRIVER, Georgia	1SB	1	1	26632	Pearlie in the Park	BF Har	12/05/2015
129	DRIVER, Georgia	1SB	1	1	27070	Really, Really Pearlie	BF Har	26/05/2015
129	DRIVER, Georgia	1SB	1	1	29203	The Ballet Class	JF Ger	26/05/2015
129	DRIVER, Georgia	1SB	1	1	31828	The Missing Tooth : Book 18 - Billie B Brown	BF Rip	19/05/2015
129	DRIVER, Georgia	1SB	1	1	34189	Spooky House : Book 1 - Billie B Mystery	BF Rip *	12/05/2015

View Remove Class costs Special list Print list Close

The Remove button can be used on this window to remove highlighted entries from the Overdues display and printout. If the list is updated, they will reappear.

Double-click on a line to view an item's details.



Back on the main Overdues List display, selected borrowers can be removed from the list by highlighting and pressing the Delete key or by clicking on the *Remove* button. Multiple borrowers can be highlighted at the same time using either the Ctrl or Shift keys while clicking.

## Page Layout

*Spacing* can be set to either single or double-space.

*Include cost in printout* adds the cost of items.

*Top margin* causes the overdue list to be printed a specified number of centimetres down the page so as to allow for letterheads.

## Printing Font

Default font and size Tahoma, 8 point.

Print

Prints out the overdues in list format to all borrowers in the grid or only those highlighted.

Print to file

Creates a text file format of the overdues list. This is displayed in a standard report window. The contents can be edited, printed and saved. The display is similar but not exactly like an actual printout.

Export

The overdues to all borrowers in the grid is exported to a tab-delimited text file, which can be opened in Microsoft Excel or Word.

Email

Clicking on this button brings up a window that can be used for sending a list of overdues to class teachers.

Check emails below, add or edit or clear if necessary. Click SEND when ready to send email.

Class	Email
1SB	
2MB	
3ST	
4LV	
5RT	
6SR	
ELVS	
* Gorgeous	
KAG	
KEC	
LO	mxdishy@schools.sa.edu.au
PRINT	
STAF	
TELC 3DM	
TELC 3DW	
TELC 5D	

Class:  Barcode or borrower number or email address:  Update

Subject:

Message:  Edit

Format:  Include cover image thumbnails in list

Banner:  Browse Size

Send Cancel

A list of all overdue items for the class can be emailed. The list is sent only to those classes which have an email address (usually the teacher's). To enter an address, click on the class then type in



the address below the list. Click on Update to put into the list. To remove, click on a class and make the email address blank then update.

The subject line is the one to be included with the emails.

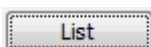
An overdue message can be selected. It can be a formatted message (see below).

Tick the checkbox "Include cover image thumbnails in list" if you would like book cover images next to the listed overdues.

A banner is optional. This is the filename of the image to be included on the top of the email.

Note: make sure that email settings have been put in place. Go to Controls / General Controls.

Click on Send to send all the lists.



Lists all items overdue to all the borrowers displayed or only those highlighted.

BN	Name	Class	Year	Type	Item	Title	Call number	Due date	Cost
477	LAMBLE THOMAS, Harry	6SR	6	3	35031	No gun for Asmir	CS F Mat *	26/06/2015	\$13.56
6	BURLINGTON, Megan	Gorge...	S	7	10003	Black Dog	JF All	01/07/2016	\$12.99
33	GLYDE, Alice	KAG	S	7	20806	Giraffes Can't Dance	PF And *	26/06/2015	\$14.00
136	WALLICH, Annabelle	KAG	K	1	34773	Jim's lion	GF Hob *	14/05/2015	\$19.95
136	WALLICH, Annabelle	KAG	K	1	35133	The rabbit and the shadow	JF Rut	14/05/2015	\$29.99
136	WALLICH, Annabelle	KAG	K	1	38436	The cake	PF De	14/05/2015	\$24.99
144	MOORE, Jacinta	KAG	K	1	31101	The Fabulous Finola Fox	PF Bir *	14/05/2015	\$24.95
144	MOORE, Jacinta	KAG	K	1	35076	Those pesky rabbits	PF Flo *	14/05/2015	\$24.99
144	MOORE, Jacinta	KAG	K	1	35142	Fearless : sons and daughters	PF Tho	21/05/2015	\$24.99
144	MOORE, Jacinta	KAG	K	1	37876	Spooky smack down : Wheelnuts! Craziest race on Ea...	BF Kni	21/05/2015	\$12.99
144	MOORE, Jacinta	KAG	K	1	4001	Little White Dogs Can't Jump	PF WHA *	14/05/2015	\$24.95
144	MOORE, Jacinta	KAG	K	1	8396	Hunwick's Egg	PF Fox *	21/05/2015	\$24.95
178	COURTNEY-O'CONNOR, Char...	KAG	K	1	10821	Shoes From Grandpa	PF FOX *	21/05/2015	\$0.00
178	COURTNEY-O'CONNOR, Char...	KAG	K	1	23231	Yes, Jesus Loves Me	PF Wil	26/03/2015	\$26.95
178	COURTNEY-O'CONNOR, Char...	KAG	K	1	27633	The Mermaid Princess and the Octopus King	PF Bar	19/02/2015	\$19.95
178	COURTNEY-O'CONNOR, Char...	KAG	K	1	30598	Little Ballet Star	PF Ger	14/05/2015	\$16.99
178	COURTNEY-O'CONNOR, Char...	KAG	K	1	37911	One night	PF Mat *	30/04/2015	\$24.99
179	GUBERINA, Mylee	KAG	K	1	26877	Louise the Big Cheese	JF Pri	21/05/2015	\$32.00
179	GUBERINA, Mylee	KAG	K	1	5196	The Adventures of a Nose	JF SCH	21/05/2015	\$27.95
192	WILLIAMS, Reilly	KAG	K	1	10103	That Magnetic Dog	PF Wha	21/05/2015	
192	WILLIAMS, Reilly	KAG	K	1	22332	Zoe and the Unicorn	PF And	21/05/2015	\$13.99
192	WILLIAMS, Reilly	KAG	K	1	32564	That's Mine!	PF Van *	21/05/2015	\$29.99
192	WILLIAMS, Reilly	KAG	K	1	34064	Robot rumpus!	PF Tay	21/05/2015	\$24.95
192	WILLIAMS, Reilly	KAG	K	1	6281	Monsters of the Deep	J591.77 Bri	21/05/2015	\$31.95
192	WILLIAMS, Reilly	KAG	K	1	9280	Scoop the Digger!	PF Woj	21/05/2015	\$14.95
195	ANTOUN, Leo	KAG	K	1	25079	Little Beauty	PF Bro *	21/05/2015	\$16.95
195	ANTOUN, Leo	KAG	K	1	25160	The Very Cranky Bear	PF Bla *	21/05/2015	\$16.00
195	ANTOUN, Leo	KAG	K	1	3000	Saltwater Crocodiles	J597.98 THO	21/05/2015	\$17.95
221	DAWSON, Lachlan	KAG	K	1	11944	From Kitten to Cat	J636.8 Mor *	21/05/2015	\$14.00
221	DAWSON, Lachlan	KAG	K	1	8234	Mr McGee and the Big Bag of Bread	PF All *	21/05/2015	\$24.95
221	DAWSON, Lachlan	KAG	K	1	8787	Jump, Baby!	PF Mat *	21/05/2015	\$14.95
224	DUNN, Katelyn	KAG	K	1	5660	Earth, Sun and Moon	J523.2 BIR	21/05/2015	\$21.95

Buttons: View, Remove, Class costs (Total cost: \$15,519.45), Special list, Print list, Close

The *Class costs* button at the bottom pops open a window that shows the total cost of overdue items per class based on the list. The "Include costs" checkbox must be ticked for this to work.



# Overdue Notices



## Overdue Notices

This prints out overdue *notices* rather than *lists*. Each borrower's notice is printed on one page.

Overdue notices are intended to be given out to individual borrowers.

Groups	Overdues
<input type="checkbox"/> 1SB	174
<input type="checkbox"/> 2MB	84
<input type="checkbox"/> 3ST	60
<input type="checkbox"/> 4LV	108
<input type="checkbox"/> 5RT	92
<input type="checkbox"/> 6SR	149
<input type="checkbox"/> ELVS	0
<input type="checkbox"/> GOR ~ Dean Hodgson	6
<input type="checkbox"/> KAG	38
<input type="checkbox"/> KFC	54

Notices can be produced based on classes, year levels, borrower types or individual barcodes. Choose which criteria to use first.

Tick the classes, year levels or borrower types for which you wish to obtain overdue notices.

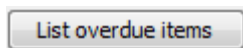
Change any of the limiting criteria if desired.

Click on *Proceed* to proceed.

BN	Name	Class	Year	Type	Type description	Overdues
3	BATTEN, Sara	1SB	S	7	Teacher	61
115	MCLEAN, Jay	1SB	1	1	Infants Student	2
121	COURTNEY-O'CONNOR, Ame...	1SB	1	1	Infants Student	5
129	DRIVER, Georgia	1SB	1	1	Infants Student	7
132	BURGE, Benjamin	1SB	1	1	Infants Student	7
200	HADDAD, Charlotte	1SB	3	2	Primary Stage 2	7
207	Lucey, Alesha	1SB	1	1	Infants Student	2
211	Emmons, Cedar	1SB	1	1	Infants Student	2
230	HADDAD, Damon	1SB	1	1	Infants Student	7

All borrowers from the selected classes, year levels or types are displayed in the grid.

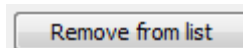
Double click on a name to view one person's overdues.



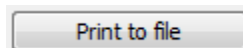
Lists all overdues to all the borrowers in the grid.

Optional: highlight borrower to see only their overdues listed.

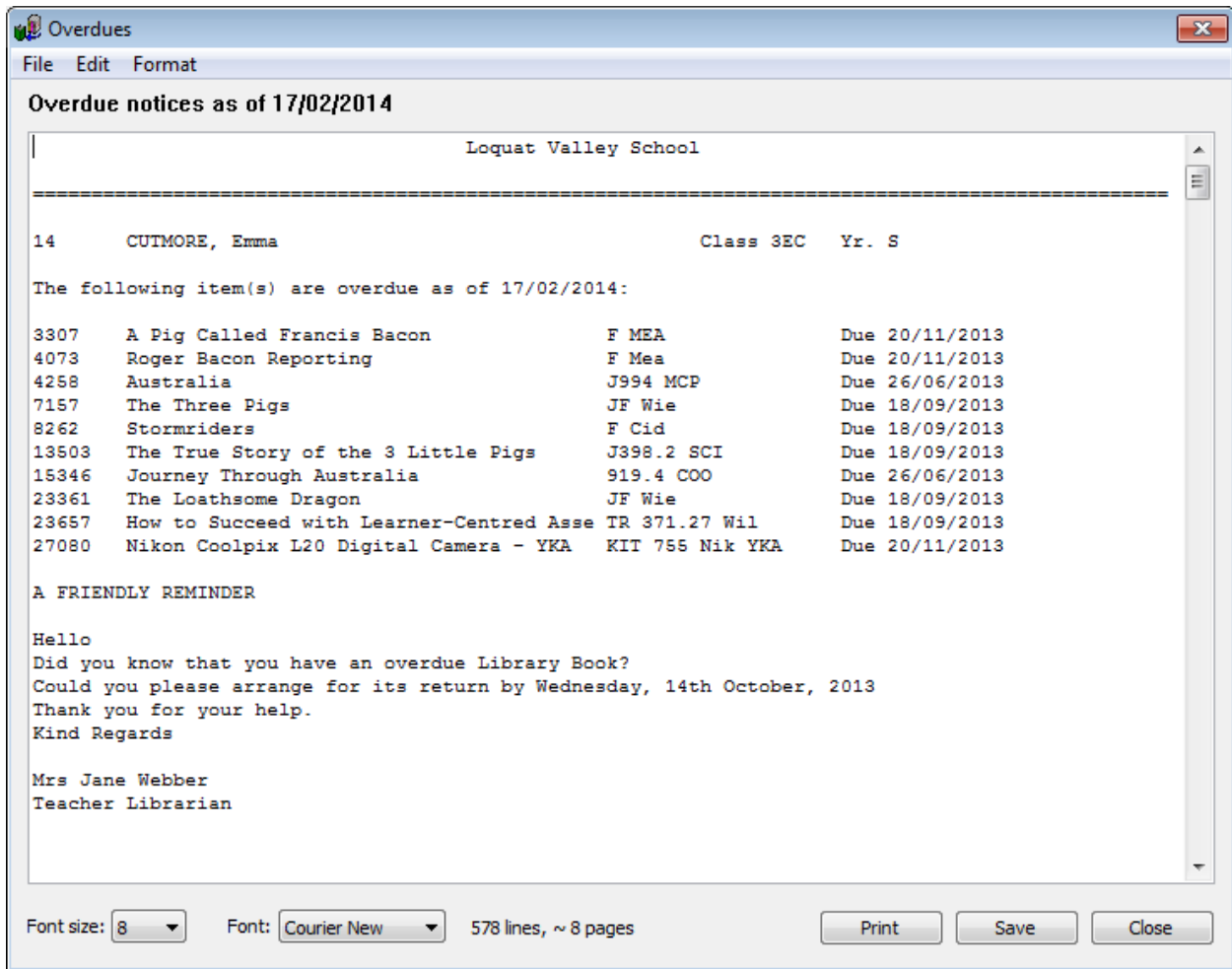
Double-click on one borrower to view only that borrower's overdues.



Selected borrowers can be removed from the list by highlighting and pressing the Delete key or by clicking on the *Remove* button. Multiple borrowers can be highlighted at the same time using either the Ctrl or Shift keys while clicking. These borrowers still have overdue items, they just will not appear on the printout.



Overdue notices are generated in a simple text format. The notices can be printed, saved and edited. The notices can be for all borrowers or highlighted ones only.



Anything in this window can be highlighted, copied and pasted.

Print selected notices

This prints out overdue notices only to the highlighted borrowers.

Print all notices

This prints overdue notices for everyone in the grid, whether they are highlighted or not. A new page is used for each borrower. See below for printout options.

# Configuring Overdue Notices

Several parameters are available to customise overdue notices.

Different formats are available for Overdue Notices:

- Regular overdue notices
- Notices including book covers
- Letter
- Letter with covers
- Email without covers
- Email with covers
- Notices as individual PDF files
- Notices as individual HTML files
- Export notices as a CSV file
- Email message only

The dropdown list next to **Format** is used to choose.

*Spacing* can be set to either single or double-space. This only applies to only non-cover overdue notices.

*Include cost in printout* adds the cost of items. Again, this only applies to the non-cover notice format.

*Top margin* causes the overdue notice to be printed a specified number of centimetres down the page so as to allow for letterheads. This applies only to Regular and Notices with covers formats.

*Message* is used to select an overdue message to be included. See Messages below.

*Banner* is a graphics file which can be included at the top of a notice. It should be always accessible and be in a bmp, jpg, gif or png format. Bookmark will resize the image to fit the page.

A *Footer* is another graphics file which can appear at the bottom of a notice. Banners and Footers are most useful with the Letter format.

*Heading* appears above the borrower's name (but below the optional banner). It can be the name of the school or any other text. Several colour combinations are available. A heading and a banner are generally not used together.

### *Font and font-size*

The font and font-size used by the printout can be changed. Default is Tahoma, 8 point.

## **Letters**

Overdue letters are pre-formatted so addresses appear within the window of mailing envelopes.

If *Include site name at top of notice* is ticked, the school's name and address is placed at the top. This information is entered into Bookmark in Controls / General Controls.

If *Include folding line* is included, a line is printed exactly where the letter needs to be folded for the address to appear in the envelope's window.

Letters also include a Mailing Title. The generic title is "To the Parent / Caregiver of". This can be changed on the line provided.

## **Email**

Overdue notices can be emailed.

Email settings must have first been entered and tested to ensure emailing will work. Emailing notices can be blocked by network policies.

Emailing notices requires access to a smtp email server. See special notes later on setting up the email system.

### **A note on emailing images**

In order for images and covers to appear in html emails, the images must have been uploaded to Bookmark's CPAC cloud-based online search system. If you already have a CPAC website set up and have uploaded covers, then they are already available.

If you do not have a CPAC search website set up, or covers have not yet been uploaded, you can still upload book cover images. Go to Cataloguing > Covers Images > Upload to CPAC. Covers are zipped 100 at a time then uploaded. Only cover images not already in CPAC are uploaded.

If the format is set to Email overdue notices in HTML, a banner and/or footer image is automatically uploaded to CPAC. If it does not appear, contact the Bookmark help desk.

To upload images, go to Cataloguing > Cover images > Upload to CPAC or Cataloguing > CPAC > Upload images.

## Email Settings

Email settings can be made either in Controls > General Controls > Email tab or via the Email Settings button when an email format has been selected.

**Overdue Email Settings**

*Settings*

SMTP server:

Use TLS/SSL (email server must support this)

Port:

Email login:

Email password:

From email address:

Subject:

*Test email*

Send to:

Message:

Bookmark uses the smtp method of sending emails. This is a commonly used system provided by most Internet Service Providers. Other systems, such as POP3 and Exchange are not available. Bookmark does not use Outlook or web-based email systems.

*SMTP Server* is the address of the smtp mail server being used. All emails are sent to this server for processing and distribution.

TLS/SSL should only be ticked if the smtp email service requires it.

*Port* is the port number to be used. It is normally 25 but can be different depending on the service.

*Email login* is the login used to send the email. Not all email systems require this.

*Email password* is the password used to log in if required.

*From email address* is the library's or librarian's email address. It appears as the sender.



*Subject* is the 'subject line' that will appear on all overdue notice emails being sent.

### **Send Test Email**

It is important to send one or more trial emails to make sure the system works.

*Send to* should be an email recipient – such as yourself - that can be checked to see if the test email arrived. *Message* is the test message to be sent.

### **Borrower Email Addresses**

Borrowers must have correct email addresses saved in their records.

Email addresses are entered via Add/Edit Borrowers. Some administration and school management systems, such as Edsas, may provide email addresses during importing.

The Alt email addresses are usually a parent's address. Multiple addresses can be entered into the one field, if they are separated by semi-colons.

By default the borrower's email address has priority and is used first. If blank, then alt email address is used, unless a control stipulates to use the alt address in preference.

After sending email notices, Bookmark will list borrowers who do not have an email address and to whom notices were not sent.

All emails are sent in HTML format. This provides a better appearance than simple text.

### **SMTP Email Server Settings**

#### **South Australian Department for Education Schools Special Note**

Access is limited to a smtp email server for SA Department for Education schools. The specific workstation(s) used to send email notices must have the correct IP address assigned or an application has been accepted to unblock the workstation's current IP address.

1. Every school has a range of IP addresses available which are automatically unblocked. These are in the range 10.###.###.40 to 55. The ### are unique values for each school. Change the IP address of the computer itself to an unused value within the range. Submitting a form is not necessary.
2. If all the IP addresses in the unblocked range are not available, schools can submit a completed Learn Link Fact Sheet FS70-430A. Access to the Department's smtp email server is granted to a specific workstation. Granting access can take a few weeks. Contact the CSC to obtain the fact sheet.

#### **Email Settings for South Australian state schools only**

SMTP Server: smtp.schools.sa.edu.au  
Use TLS/SSL: do not tick this  
Port: 25  
Email login: leave blank  
Email password: leave blank

### **Western Australia smtp server**

Public schools in Western Australia should use the following:

Email system: standard  
SMTP Server: mx-schools.int.det.wa.edu.au  
Use TLS/SSL: do not tick this  
Port: 25  
Email login: leave blank  
Email password: leave blank

### **Google smtp email**

Google has a smtp email service for users with gmail accounts.

SMTP Server: smtp.gmail.com  
Use TLS/SSL: tick this checkbox (mandatory)  
Port: 587 (not 25)  
Email login: gmail account address (e.g. username@gmail.com)  
Email password: gmail account password

It is necessary to set the account to allow outside access.

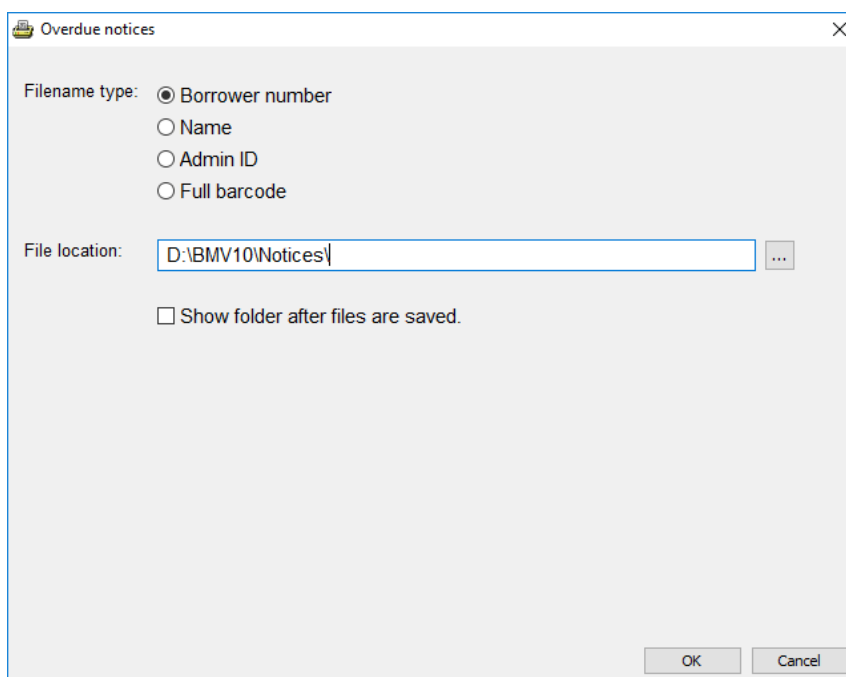
### **Office 365**

The smtp email host for Office 365 can be used. See the Microsoft documentation for details on settings.

SMTP Server: smtp.office365.com  
Use TLS/SSL: tick this checkbox  
Port: 587  
Email login: Office 365 email account login  
Email password: Office 365 email login password

## Individual Notices in PDF and HTML formats

For advanced users, the "individual notices" formats generate overdue notices that are saved in files. Each borrower's notice is saved as a *separate file*. These files can then be send via email (separate to Bookmark) or another means.



The filenames used can be the borrower's number, their name, the AdminID value or the full barcode.

Files are saved to the location specified. By default this is a folder called "Notices" which is located in Bookmark's folder. Any other location can be used – e.g. Documents, etc. A special folder to hold the notices is recommended. Files with the same filename are overwritten.

## Export notices as a CSV file

This format generates a "comma-separated-value" (CSV) file. This type of file can be opened in Excel and other spreadsheet software.

Each borrower is a separate line.

The fields in each line are: name, email address, class, year, title.

## Email Message Only

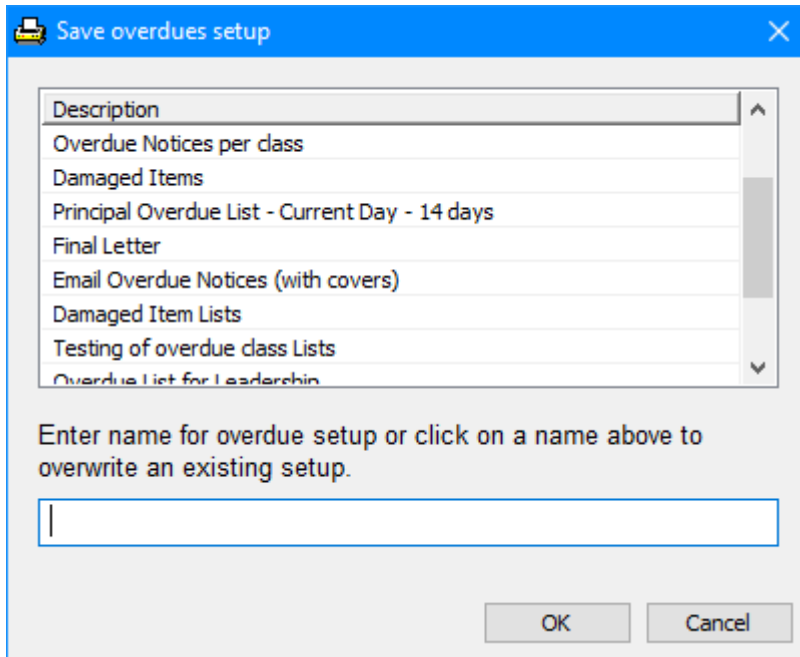
This format sends only the message component. No items are listed.

## Overdue Setups

It is possible to save complete overdue notice configurations so they can be easily retrieved for re-use.

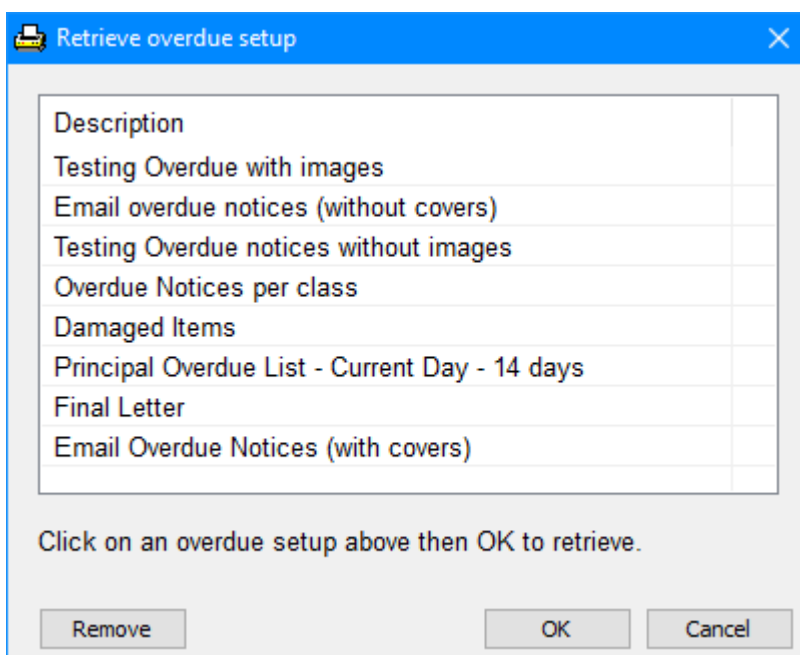
In Overdue Notices, go through the steps as if to print notices. Select classes, parameters, format and output settings like normal.

Click on Save Setup.



Type in a description of the overdue configuration then click OK. It is saved.

In future, the configuration can be retrieved and re-used without having to set anything else up. On the previous Overdue Notices window, click on Retrieve Setup. Highlight the setup to use then click OK.



The settings are loaded back. These include the classes, cutoff dates, format and layout information.

Then click on Print.

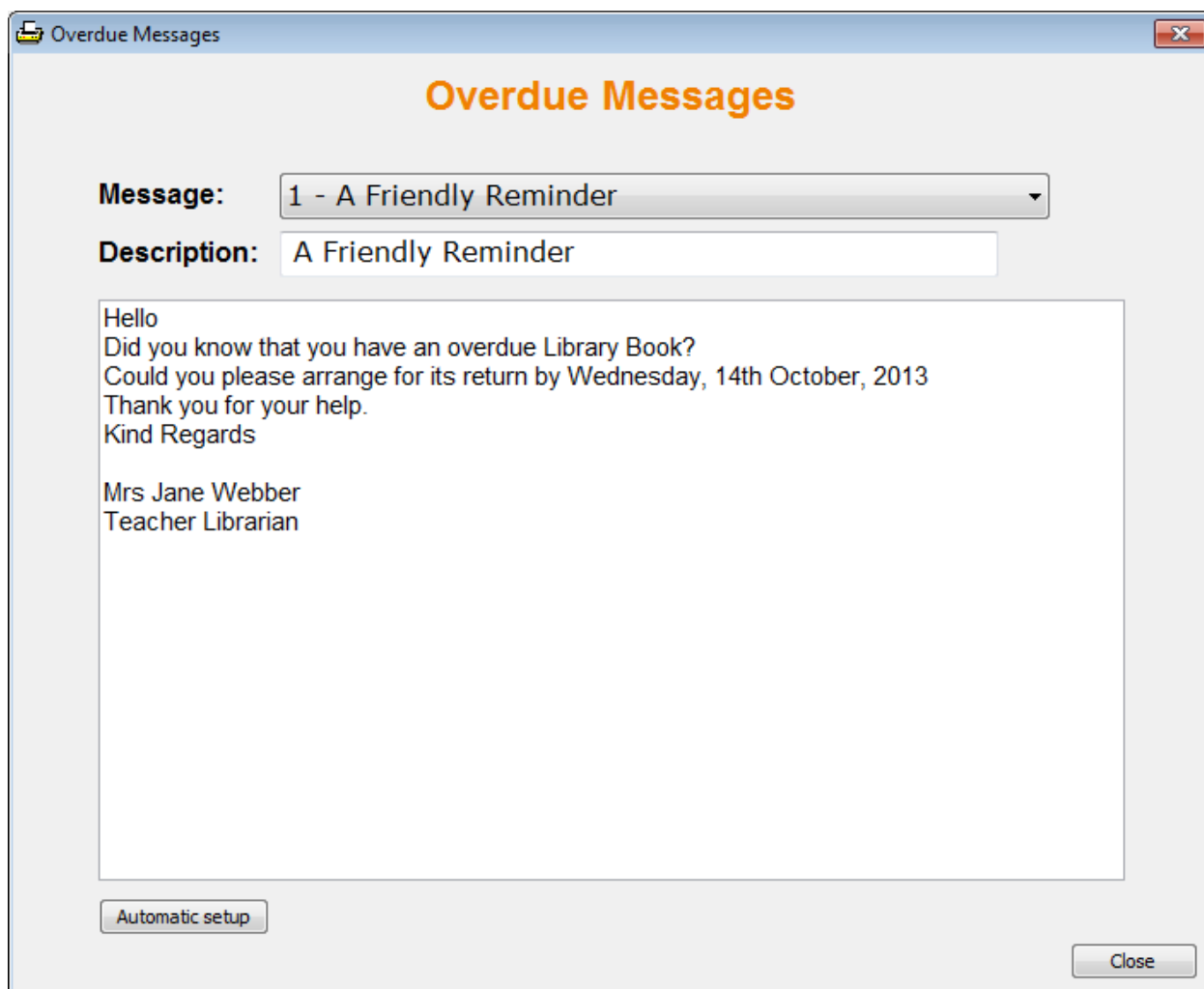
For email notices, the

Setups are a good way of simplifying printing overdue notices. For email notices, the email subject is saved, too. This allows different subjects to be easily retrieved.

# Overdues Messages



Overdue notices and lists can contain special messages.



**Message:** 1 - A Friendly Reminder

**Description:** A Friendly Reminder

Hello  
Did you know that you have an overdue Library Book?  
Could you please arrange for its return by Wednesday, 14th October, 2013  
Thank you for your help.  
Kind Regards

Mrs Jane Webber  
Teacher Librarian

Automatic setup

Close

Up to 20 different messages can be pre-written.

Use the dropdown list to select which message to create or edit.

The description appears in the dropdownlists in Overdues and elsewhere. Descriptions are not included as part of the printed message.

Click on the large Text area and write the message. It can be edited at any time.

## **Overdue Message Formatting**

The editor window used to write messages can only display simple text. However, special commands can be embedded within the text that allow changing the font, size, bold, italic or underline, centring lines and even display images.

See the Fact Sheet "Formatting Overdue Messages" for details on how to use these commands.

## Automatic Overdue Message Control

Click on the *Automatic Setup* button.

Message Sequence	Number of Days Overdue
1 - A FRIENDLY REMINDER	7
2 - SECOND REMINDER NOTICE	14
3 - REPLACEMENT REQUEST	28
4 - URGENT OVERDUE BOOKS!!! SECOND REPLACEMEN	999

This feature is used to tell Bookmark which message to use based on how long items have been overdue. It works when *Select message automatically* is chosen for overdue notices.

The dropdown lists are used to choose the message.

On the right side, type in the number of days overdue used to trigger that message.

The message is used if the longest overdue item to the borrower falls less than or equal to the value. Bookmark checks all overdues to a borrower and determines the maximum number of days for the longest overdue item. It then compares it to the chart. The message used is the first one in sequence with the number of overdue days greater than the maximum. (Not less.)

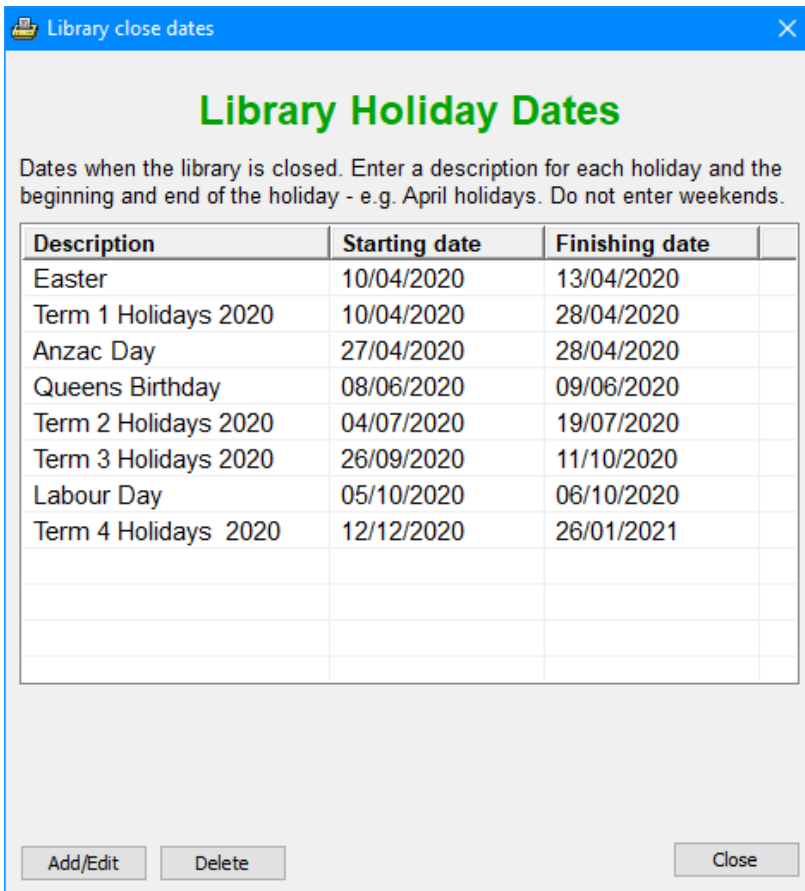
In the above example, all items overdue before 14 days have the first message printed, which is assigned Message 1. Items overdue within 15 to 28 days have the second message, which is Message 6. Overdues of 29 or more days have the third message, which effectively acts as a "block", and is the last message in the sequence.

The last message must have 999 as the number of days.



# Holiday Dates

This window allows entry of holiday times. These are ranges of dates that will not be included when calculating which message is automatically displays.

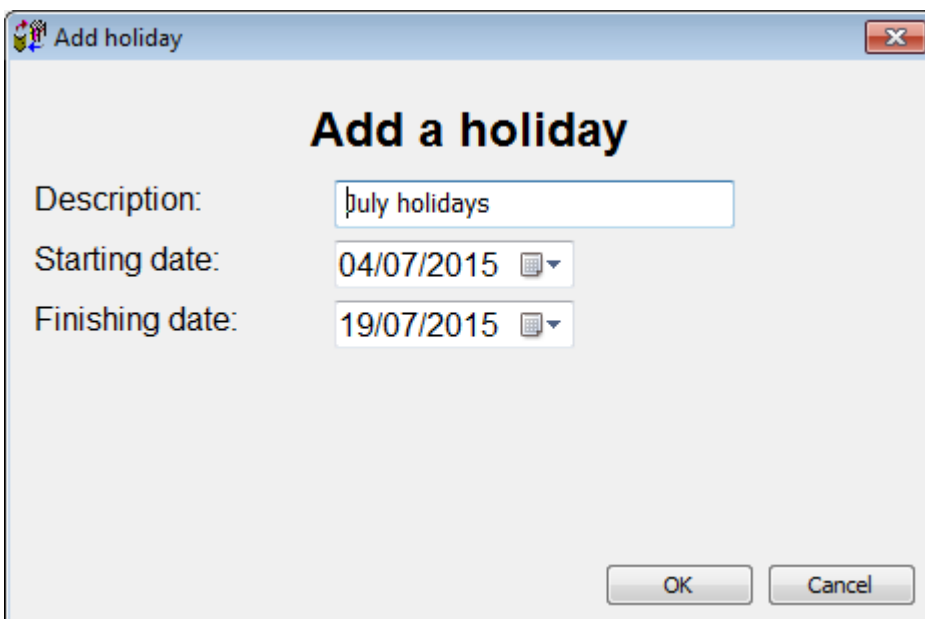


The screenshot shows a window titled "Library close dates" with a close button in the top right. The main heading is "Library Holiday Dates" in green. Below the heading is a text instruction: "Dates when the library is closed. Enter a description for each holiday and the beginning and end of the holiday - e.g. April holidays. Do not enter weekends." Below this is a table with three columns: "Description", "Starting date", and "Finishing date". The table contains the following data:

Description	Starting date	Finishing date
Easter	10/04/2020	13/04/2020
Term 1 Holidays 2020	10/04/2020	28/04/2020
Anzac Day	27/04/2020	28/04/2020
Queens Birthday	08/06/2020	09/06/2020
Term 2 Holidays 2020	04/07/2020	19/07/2020
Term 3 Holidays 2020	26/09/2020	11/10/2020
Labour Day	05/10/2020	06/10/2020
Term 4 Holidays 2020	12/12/2020	26/01/2021

At the bottom of the window are three buttons: "Add/Edit", "Delete", and "Close".

Click on Add/Edit to add a new holiday, or highlight an existing one to change and click on Add/Edit.



The screenshot shows a dialog box titled "Add holiday" with a close button in the top right. The main heading is "Add a holiday". Below the heading are three form fields:

- Description: A text box containing "July holidays".
- Starting date: A date picker showing "04/07/2015".
- Finishing date: A date picker showing "19/07/2015".

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

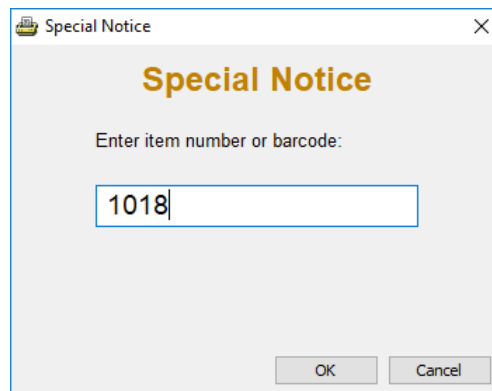
Fill out the form with the correct dates and a description then click OK.

# Special Notice

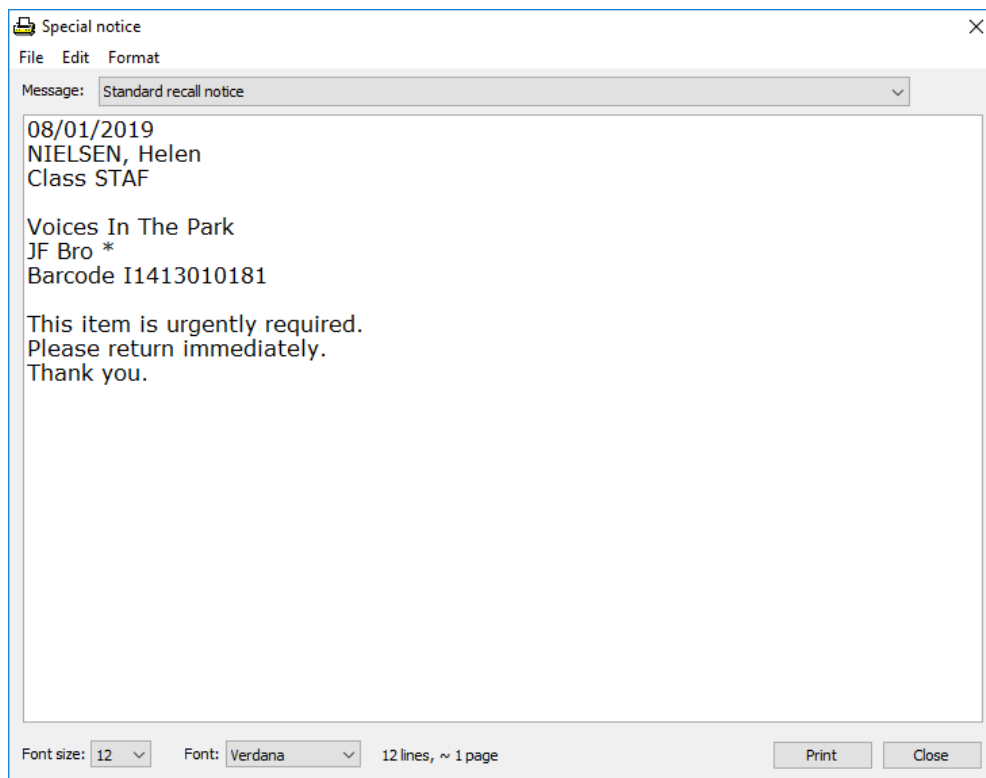


A special notice can be used to recall an item urgently needed, or to send a special note.

Enter the item's barcode or record number.



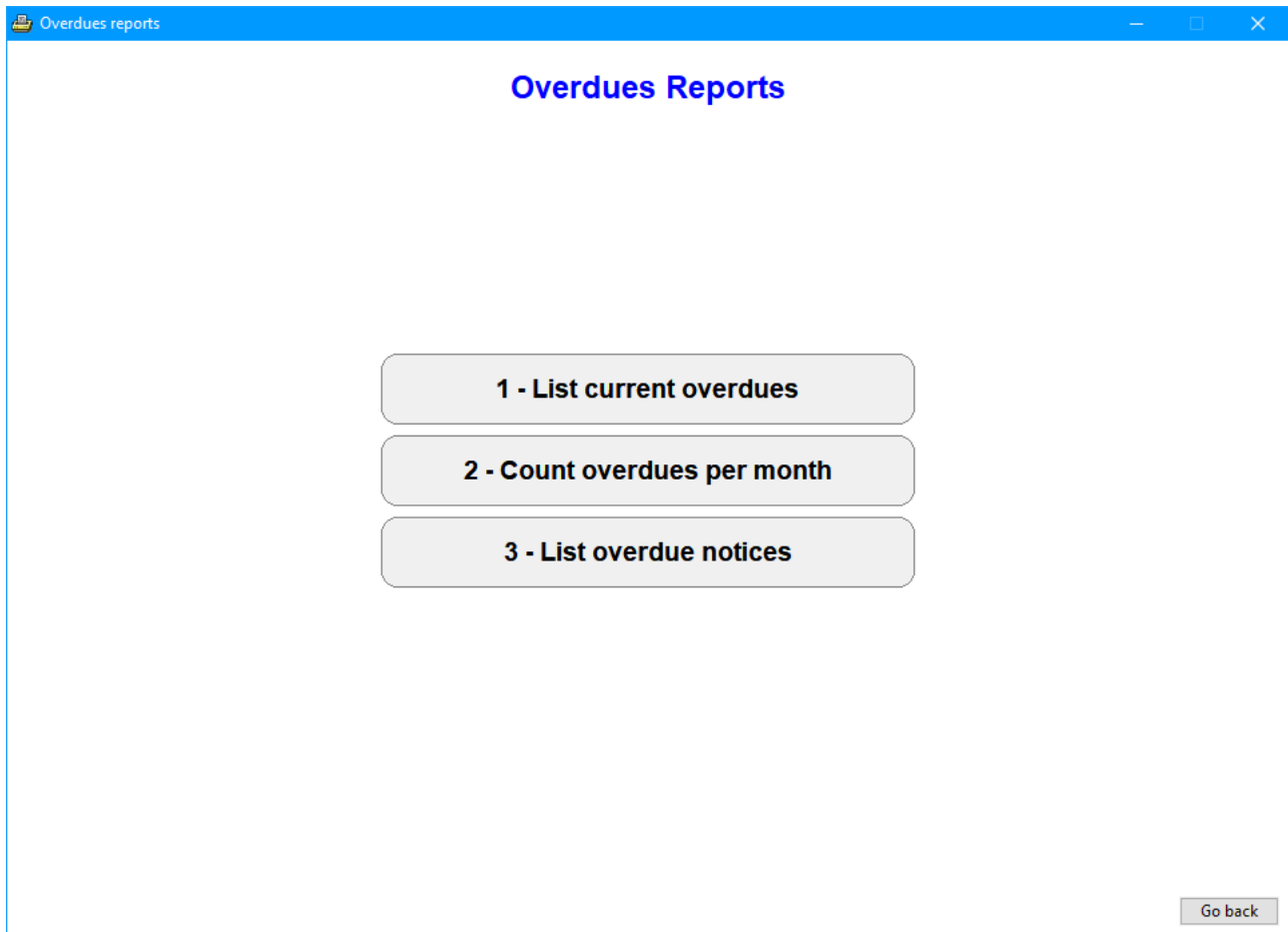
The notice is displayed in a standard report window. Change the font and other details to suit then print.



An overdue message can be selected. Use the dropdown list at the top to choose the message.

The "standard recall notice" is a message that normally is displayed instead of an overdue message.

# Overdues Reports



Overdue Reports are available both in Overdues and Reports.

Since October 2019, Bookmark keeps a list of all items that appear in overdue notices. This includes printed and emailed notices. The Overdues Reports can be used to examine the list.

# List Current Overdues

Overdue Items

**Overdue Items**  
1,080 overdue items

BN	Name	Class	Year	Item	Title	Due date	Days	1st	Latest	Notices
8735	Bonner, Elliott	MSG04	1	121018	Captain Underpants and the tyrannical retali...	14/11/2019	7			
8748	Britton, Koen	4Y02	1	112270	I love trucks : and cars and planes and thing...	20/09/2019	62	27/09/2019	18/10/2019	2
8748	Britton, Koen	4Y02	1	115237	Cars, trains, ships & planes : a visual encyclo...	27/09/2019	55	18/10/2019	18/10/2019	1
7703	Broadbent, Angus	2B02	4	124112	Dog Man and Cat Kid	14/11/2019	7			
7703	Broadbent, Angus	2B02	4	114665	Diary of a wimpy kid : old school	07/11/2019	14			
7703	Broadbent, Angus	2B02	4	123907	Diary of a wimpy kid : the long haul	07/11/2019	14			
7703	Broadbent, Angus	2B02	4	112401	Diary of a wimpy kid : hard luck	07/11/2019	14			
49840	Brooke, Annabell	4Y03	RE	119039	Boom! bang! royal meringue!	01/11/2019	20			
8125	Brown, Amelia	3O12	3	113558	The new girl	16/10/2019	36	18/10/2019	18/10/2019	1
8125	Brown, Amelia	3O12	3	113570	Puppy trouble	16/10/2019	36	18/10/2019	18/10/2019	1
8081	Brown, Blake	3O04	3	123550	Dog man	30/10/2019	22			
8081	Brown, Blake	3O04	3	124374	Diary of an awesome friendly kid : Rowley Je...	30/10/2019	22			
8081	Brown, Blake	3O04	3	116714	Diary of a wimpy kid : dog days	30/10/2019	22			
8081	Brown, Blake	3O04	3	117821	A tale of two kitties	30/10/2019	22			
7371	Brown, Caitlin	MSG03	7	119101	You must be Layla	08/11/2019	13			
6750	Brown, Cecelia	IND	FH	105621	Mini shelf CD system with iPod Connector	23/11/2018	363			
8014	Brown, Mikayla	2B07	4	117685	Kid normal	11/11/2019	10			
8014	Brown, Mikayla	2B07	4	116941	The bad guys	11/11/2019	10			
7382	Bruche, Gemma	MSG01	7	117382	Genesis	30/10/2019	22			
7708	Buet, Brooklyn	2B07	4	109953	Thea Stilton and the dragon's code	19/08/2019	94	27/09/2019	18/10/2019	2
8376	Buet, Charlie	3O20	2	117230	Pilot & Huxley	06/11/2019	15			
8376	Buet, Charlie	3O20	2	118640	The ghost of the Bermuda Triangle	06/11/2019	15			
8376	Buet, Charlie	3O20	2	112675	Pilot & Huxley and the holiday portal	06/11/2019	15			
49811	Bull, Henry	4Y08	RE	119245	Rosie's walk	08/11/2019	13			
49811	Bull, Henry	4Y08	RE	112817	The best cow in show	08/11/2019	13			
49811	Bull, Henry	4Y08	RE	112642	There's a hippopotamus on our roof eating c...	08/11/2019	13			
8758	Burckhardt, Ashley	4Y02	1	121173	The wild wolf pup	18/10/2019	34			
7720	Burckhardt, Dallas	2B06	4	118900	Garfield takes up space	04/11/2019	17			
7720	Burckhardt, Dallas	2B06	4	108983	The Astromurf : a Smurfs graphic novel	11/11/2019	10			
7720	Burckhardt, Dallas	2B06	4	119143	The seriously extraordinary diary of Pig	11/11/2019	10			
7720	Burckhardt, Dallas	2B06	4	116062	Gymnastics / Kay Robertson	11/11/2019	10			
7646	Burckhardt, Daly	MSG03	6	112137	Soldier dog	14/11/2019	7			

Item Borrower History Remove Print Close

This report lists all overdue items. It shows:

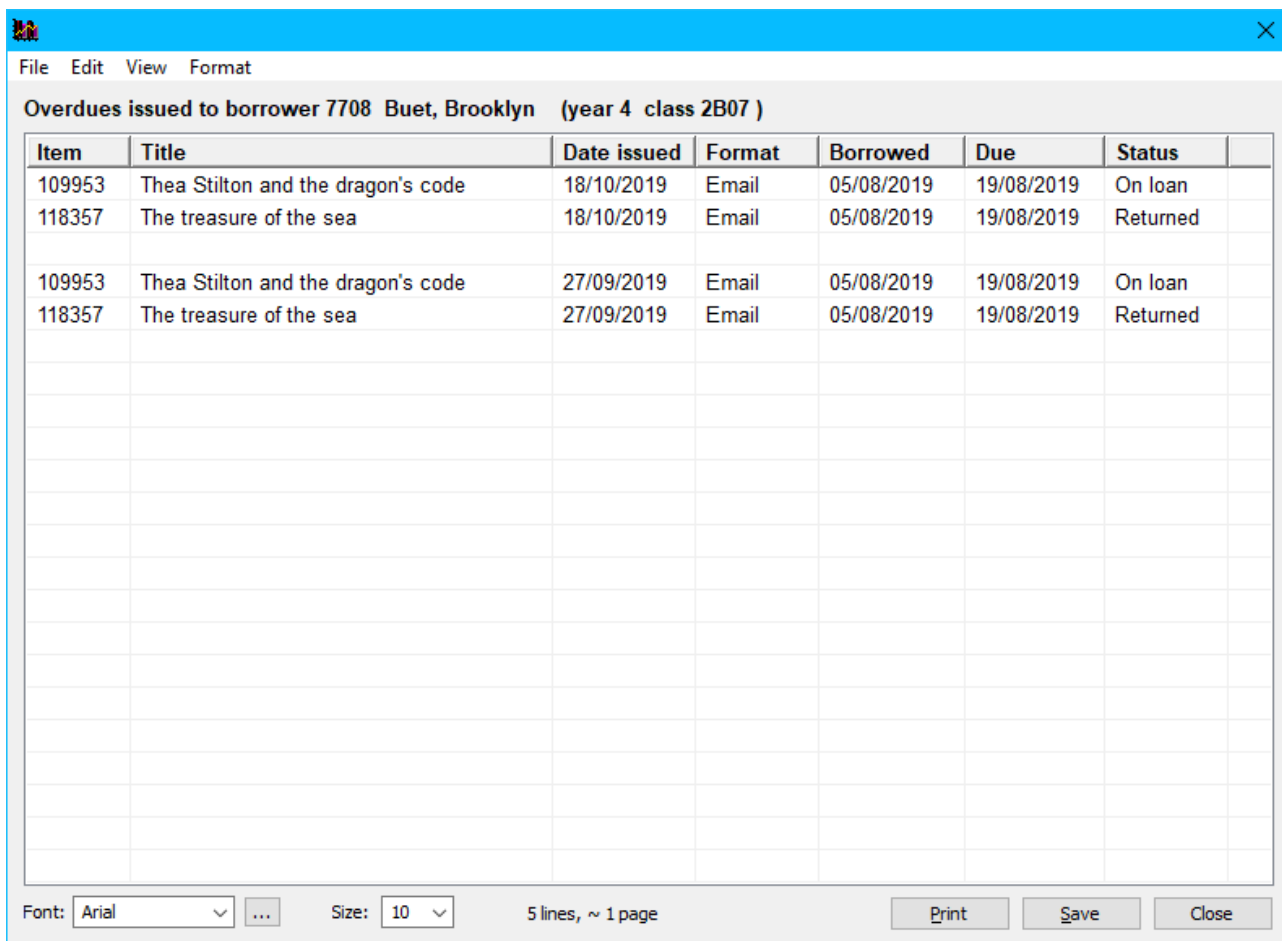
- The borrower
- The item
- The date it was due when borrowed
- The number of days since it was due
- The date the first time this item to this borrower appeared on an overdue notice
- The date of the latest notice containing this item
- The number of notices issued with this item

The columns can be sorted normally by clicking on a heading.

The Item button shows details about the highlighted item.

The borrower button shows details about the borrower.

Double-click on a line, or single-click to highlight then click on History to see a list of all the overdues issued to the borrower. This can also be seen in Borrowers > AddEdit Items with the Overdues button.



Item	Title	Date issued	Format	Borrowed	Due	Status
109953	Thea Stilton and the dragon's code	18/10/2019	Email	05/08/2019	19/08/2019	On loan
118357	The treasure of the sea	18/10/2019	Email	05/08/2019	19/08/2019	Returned
109953	Thea Stilton and the dragon's code	27/09/2019	Email	05/08/2019	19/08/2019	On loan
118357	The treasure of the sea	27/09/2019	Email	05/08/2019	19/08/2019	Returned

Remove hides all highlighted overdues from the list. It does not delete the item nor does it remove the overdue.

Print either prints out the entire list or the highlighted entries only.

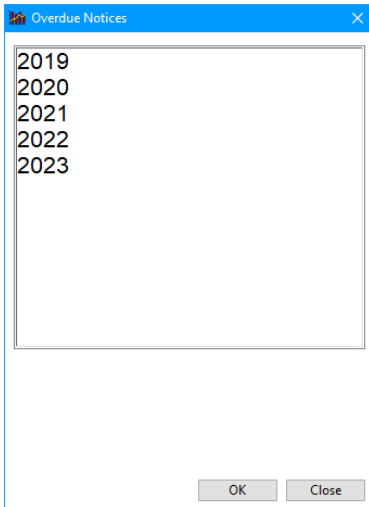
# Count Overdues per Month

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	0	0	10	14	31	59	15	123	326	368	642	213	1,801
2020	28	299	341	0	320	391	340	993	404	207	406	308	4,037
2021	10	267	258	345	391	373	243	414	430	315	333	407	3,786
2022	0	84	663	319	750	819	291	698	833	304	729	1,528	7,018
2023	0	302	722	307	726	583	0	0	0	0	0	0	2,640

This chart shows the number of overdues issued each month. Note that a full account only began in September 2019. Data prior to that is limited.

# List Overdue Notices

This function lists all overdues that occurred during a selected year.



The window displays a table titled 'Overdues for 2019'. The table has the following columns: Item, Title, BN, Name, Class, Issued, Format, Borrowed, Due, and Status. The data is as follows:

Item	Title	BN	Name	Class	Issued	Format	Borrowed	Due	Status
118267	Team rocket trouble	8793	Dorsett, Jarome	MSG04	12/12/2019	Email	19/09/2019	17/10/2019	Returned
109414	The enormous book of hot jokes for kool kids	7313	Dredge, Amelia	MSG02	12/12/2019	Email	18/10/2017	24/11/2017	Returned
114133	The real man of steel	49857	Diesa, Kalombo	4Y09	12/12/2019	Email	25/09/2019	16/10/2019	On loan
117217	The 52-storey treehouse	49856	Diesa, Badibakola	3O11	12/12/2019	Email	13/03/2019	27/03/2019	On loan
115247	Diary of a tennis prodigy	49856	Diesa, Badibakola	3O11	12/12/2019	Email	13/03/2019	27/03/2019	On loan
115671	The unfairest of them all	17523	Sorella, Abby	2B05	12/12/2019	Email	18/05/2018	01/06/2018	On loan
118410	Codename flood	8792	Dorsett, Carol-Anne	2B03	12/12/2019	Email	25/10/2018	08/11/2018	On loan
117751	The abandoned kitten	49848	Kadow, Lincoln	4Y09	12/12/2019	Email	16/10/2019	30/10/2019	Returned
114814	Wallace & Gromit: The Curse of the Were-Rabbit [...]	49847	Kadow, Jay	4Y09	12/12/2019	Email	21/06/2019	05/07/2019	Returned
114631	Boo's adventures at home	49847	Kadow, Jay	4Y09	12/12/2019	Email	21/06/2019	05/07/2019	Returned
113767	When Elmo is Big / Nuria Pica	49847	Kadow, Jay	4Y09	12/12/2019	Email	21/06/2019	05/07/2019	Returned
119182	Ninjago Masters of Spinjitzu: Season two Volume ...	49812	Day, Jake	4Y09	12/12/2019	Email	25/11/2019	29/11/2019	Returned
114999	Gaston's messy cave	49810	Naveed, Areej	4Y09	12/12/2019	Email	18/11/2019	22/11/2019	Returned
123805	Where's the pizza boy? : a search-and-find book	49829	Webb, Oliver	4Y04	12/12/2019	Email	25/10/2019	08/11/2019	Returned
118833	Where's Wally? : the fantastic journey	49829	Webb, Oliver	4Y04	12/12/2019	Email	25/10/2019	08/11/2019	Returned
116651	Tinkerbell and the Secret of the Wings [DVD]	49825	Tweddle-Giannopoulos, Ardelia	4Y04	12/12/2019	Email	06/09/2019	20/09/2019	Returned
119043	Peppa's magical unicorn	49796	Spiller, Vanessa	4Y04	12/12/2019	Email	20/09/2019	18/10/2019	On loan
112979	Fairy tales : Goldilocks and Sleeping Beauty	49840	Brooke, Annabell	4Y03	12/12/2019	Email	22/11/2019	29/11/2019	Returned
118798	The rescue mission	49838	Hancock, Dominic	4Y03	12/12/2019	Email	04/02/2019	18/02/2019	Returned
114272	The very busy spider	49838	Hancock, Dominic	4Y03	12/12/2019	Email	04/02/2019	18/02/2019	Returned
115476	King cobras are awesome!	49821	Foster, Sonia	4Y03	12/12/2019	Email	22/11/2019	29/11/2019	Returned
116036	Fly Guy meets Fly Girl	49789	Schefermann, Nathan	4Y03	12/12/2019	Email	25/10/2019	08/11/2019	Returned
114526	Tales of the Great Beasts	7103	To be restocked, To be restocked	zzz	12/12/2019	Email	05/09/2019	25/06/2019	On loan
36361	Rainforest mammals	12	Testing, given name testing	zzz	12/12/2019	Email	13/09/2019	06/08/2019	On loan
119025	How to train your dragon	49854	Diesa, Longu	MSG06	12/12/2019	Email	25/10/2019	22/11/2019	On loan

At the bottom of the window, there is a status bar showing 'Font: Arial', 'Size: 8', and '2625 lines, ~ 38 pages'. There are also buttons for 'Print', 'Save', and 'Close'.