



Library Services  
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Library Services

## Emailing Notices

The critical element is that patrons, students or staff, must have their email address entered into the email field in the Patron Information section in Destiny. Once that is entered, the rest is simple.

\* Required Field

**Patron Information** Last Saved: 6/10/2014 1:59 PM

\* **Last Name**

**First Name**

**Middle Name**

**Nickname**

\* **District ID**

**Email 1**

**Gender**

**Email 2**

In the example above, our student has an email address entered in the *Email 1* field. Note that two email fields are available (perhaps a parent/guardian email can be used in the second field). All students should have their @aurorak12.org email address entered already.

Log into Destiny as the administrator → *Reports* tab → Select *Library Reports* on the left sidebar → *Circulation* → *Current Checkouts/Fines*.

**Altura Elementary School** View

List All Sites **Home** **Dashboard** **Catalog** **Circulation** **Reports** **Back Office**

**Library Reports**

- Library Reports
- Textbook Reports
- Patron Reports
- Report Builder
- Report Manager

**Catalog -- Titles & Copies**

- [Barcode Lists](#) - Identify used and unused copy barcodes.
- [Bibliography](#) - Create reading lists for curriculum or promotion.
- [Call Number Reports](#) - Identify copies that may be incorrectly cataloged.
- [Reported Abuses](#) - View reported abuses submitted by your patrons.
- [Shelf List](#) - List copies in the order they should be shelved.
- [Title & Copy List](#) - List your collection with optional copy detail.
- [Weeding Log](#) - List copies that were weeded, deleted, or transferred.

**Circulation**

- [Current Checkouts/Fines](#) - Identify or send notices to the patrons with checkouts/fines.

Saved Reports/Notices → Student Overdue Notices → Click the *Edit* icon (paper and pencil). You can use any notices reports or create any notices report, but it must be a notices report and not a list report.

1. Format      2. Limit      3. Details

Is the report or notice you'd like to generate listed below? If so, click its "Run" option. Otherwise you can [set up a new one](#).

Saved Report / Notices	Last Run	Run	Edit	Delete
Student Overdue Classroom Lists		Run		
Student Overdue Notices	9/25/2014 2:33 PM	Run		
Staff All items checked out	5/31/2013 9:09 AM	Run		
Staff Overdue Lists	9/23/2009 5:41 PM	Run		

= Edit      = Delete

1. Format      2. Limit      3. Details

Overdue Materials & Unpaid Fines/Notices

**Limit the results to...**

**My Patrons** Student Update

Graduating in 2014

**Status**  Active  
 Inactive  
 Restricted

**Also Include**  Patrons of other sites that have [my materials](#) and/or that owe fines to Altura Elementary School.

**My Materials** Library - All Circulation Types Update

Textbooks

**Also Include**  The materials [my patrons](#) have and/or the fines they owe that belong to other sites in the district.

Accept or change options in the new window.

Click *Continue*.

1. Format      2. Limit      3. Details

**Show**  **Checked Out/Overdue Materials**

All that are currently overdue

That are overdue by  to  days

That are due from 10/7/2014 to 10/7/2014

All that are checked out

**Unpaid Library Fines**

**Unpaid Textbook Fines**

**Unpaid Patron Fines**

**Format**  Report -- Output: PDF

Email to Homerooms

Notices -- Language: English

Accept or change any options.


Click the radio button in front of: *Notices – Language:* to select notices. In this example, English is the selected language.

Click *Continue*.

**Select & Sort by** Patron Name from to

**Distributed**  Internally  Mailed  Via email - Provide sender information

Display name

Email  

Send To  Email 1 and Email 2  Email 1  Email 2

**Page layout** Print 1 notice per page

**Message** Dear Patron's Name:




The following items are overdue. Please return them as soon as possible.  
Los siguientes articulos se han vencido. Por favor,

**Address Label**  To the Parent or Guardian of: Patron's Name

**Also Display...**

**Title Info**  Title for library materials  Price of checked out/overdue materials

**Patron Info**  Barcode  Phone number  Grade Level  Homeroom

Select *Patron Name* and leave the *From: To:* fields blank to select all students. You can select by Homerooms or Grades as well.

Click the radio button for: *Via email – Provide sender information.*

Enter your name or library in the *Display name* field.

Enter your school email address into the *Email* field.

You can click *Test Email* to check that the email address is correct and working. Check your email to see if you've received the test email.

Click the radio button for: *Email 1.*

Select *Print 1 notice per page* in the *Page layout* drop-down menu. Change the *Message* as needed.

Make your selections for the other options (the selections shown are recommended).

Click *Save & Run* or *Run Notices*. It will take about 30 minutes (or more) per 500 students to complete the process.

You may immediately get emails notifying you of undeliverable emails. These are students that have left the district, and their email address is no longer valid.

Please contact Library Services @ x28451 with any questions or problems.