

## Destiny Overdue Notices

To generate Overdues, use the Current Checkouts/Fines report. You will find this under Reports, Library Reports, Circulation, Current Checkouts/Fines.

**Set up a new report or notice**

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

- All that are currently overdue
- That are overdue by  to  days ?
- That are due from  ? to  ?
- All that are checked out

**Resources Assigned to a Custodian**

**Unpaid Library Fines**

**Unpaid Textbook Fines**

**Unpaid Resource Fines**

**Unpaid Patron Fines** ?

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**Format**  Report -- Output:  ?

Email to Homerooms

Notices -- Language:  ?

For the Format, choose what type of Overdues Report you would like and then click Continue.

**Report:** list of overdues that can be sorted by Grade Level, Homeroom, or Patron Name

**Email to Homerooms:** list of overdues that is automatically emailed to homeroom teachers with an email address in their Destiny account

**Notice:** Individual notices that can be printed and mailed, passed out, or emailed to students with an email in their Destiny account

**1. Format** **2. Limit**  
Overdue Materials & Unpaid Fines Notices

**Limit the results to...**

**My Patrons** All Patron Types

Graduating in

**Also Include**  Patrons of other sites that have my materials and/or that owe fines to Peterson Elementary. ?

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**My Materials** Library - All Circulation Types

Textbooks

Resources

**Also Include**  The materials my patrons have and/or the fines they owe that belong to other sites in the district. ?

Limit your results by patron type or circulation type and then click Continue.

If you selected Report for your format, your details options will look like this:

<b>Select &amp; Sort by</b>	<input type="text" value="Homeroom"/>	from	<input type="text" value="Any Homeroom"/>	to	<input type="text" value="Any Homeroom"/>
<input type="checkbox"/> Start a new page for each group					
<b>Also Display...</b>					
<i>Title Info</i>					
<input checked="" type="checkbox"/> Title for library materials					
<input checked="" type="checkbox"/> Price of checked out/overdue materials					
<i>Patron Info</i>					
<input checked="" type="checkbox"/> Barcode					
<input type="checkbox"/> Phone number					
<input type="checkbox"/> Subtotal items/fines for each patron					
<input checked="" type="checkbox"/> <input type="text" value="Grade Level"/>					
<input checked="" type="checkbox"/> <input type="text" value="Homeroom"/>					
<input type="button" value="Save Setup"/> <input type="button" value="Run Report"/>					

You can sort by Grade Level, Homeroom, or Patron Name. You can include the title and price of the item as well as certain patron information.

If you selected Notices, you will have different options:

How do I... ?

1. Format      2. Limit      3. Details

Overdue / Assigned Materials & Unpaid Fines/Notices

Select & Sort by Patron Name from to

Distributed  Internally  Mailed  Via email - Provide sender information

Display name

Email

Send To  Email 1  Email 2  Email 3  Email 4  Email 5

Page layout Print 1 notice per page

Message Dear Patron's Name:  
The following items are overdue. Please return them as soon as possible.

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

Also Display...

Title Info  Title for library materials  Cover image  Price of checked out/overdue materials

Patron Info  Barcode  Phone number  Grade Level  Homeroom

You will need to choose a distribution option for the notices. Internally will produce an individual notice for each student but will not include the student's home address. Mailed will include the student's address. Distributing via email is only possible if each student has an email address listed in their Destiny patron account in the Email 1 or Email 2 field.

You can include a message on the notices by filling in the Message field. You can also include the Cover Image for each title.

## Scheduling Overdue Reports

After formatting your report you can run it or save the setup. Saving the setup allows you to schedule the report to run automatically either daily or weekly.

**Save As**

Enter a unique and descriptive name for your report or notice setup;  
e.g., "1st Notice (5 to 10 days overdue)."

**Schedule Report**

Do not run on closed days (Closed: Sunday, Saturday)

**On**

Note: Please enter times below in am/pm format. Example: 8:00 AM.

**Time**

## Reminder Notices

To create reminder notices, you can use the same Current Checkout/Fines report.

Set up a new report or notice

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

All that are currently overdue

That are   to  days

That are due from   to

All that are checked out

Unpaid Library Fines

Unpaid Patron Fines

**Format**  Report -- Output

Notices -- Language:

Select "That are" and change the dropdown to "due in". Set the number of days ahead of the due date that you wish to remind your patrons. Select Notices for the format, and then choose "via email" on the next page. You can save and schedule this report to run automatically if you wish.