

Notices

Policy - Notices running

It is strongly recommended that all notices be run daily to preserve the integrity of the system.

The following system notices must be run a least twice a week:

Overdues (1st, 2nd, and Highest Level)

Bills

Hold pick up notices

Hold cancellation notices

Item paging slips

INN-Reach paging slips

Title paging lists

INN-Reach Report

Clear Expired Hold and Hold Shelf

Item paging slips, INN-Reach paging slips, and Title paging list requests should be fulfilled promptly.

Setting Up Notice Jobs – Manual or Auto

To create a notice job:

Go to Notices in the Function tab

Select the New button.

Select the Notice Type from the drop-down menu.

If this is to be an auto notice, please refer to the Auto Notices Setup below.

Otherwise, click the Save As button.

Select how you want it to print, usually Local Printer or Email Printer.

If you choose Local Printer, select a printer from the Name drop-down menu. If you choose Email Printer, enter an email address and note (optional).

Click Print.

Enter a Job Name.

Once you have made those choices, click OK.

Select the Close icon when done.

Voila! a new one will be created and should appear in your list of notice jobs.

To create a new auto notice:

Go to Notices in the function menu

Click the New icon

Select the NoticeType from the drop-down menu

Select the Enabled checkbox under Auto Notice Settings

Deselect Move all notices to Print and Send via FTP

Then click the Schedule button

All days should be selected, but deselect any days that you are regularly closed by holding down the CTRL key and click on the day of the week

Click the Save button

Click the Save icon

You will be prompted to select your printer options (choose E-mail Printer) and then the Job Name

Once you have made those choices, click OK

Select the Close icon when done

By clicking any of the printers (Local Printer or the E-mail Printer), the system will send any notice directly to a patron if the account has a valid email address. However, if the account does not have an email address, the notice will be sent to the local printer or staff email address you chose when setting up the job.

To change an existing notice from manual to auto:

Go to Notices in the function menu

Select the notice job

Click the Edit icon

Select the Enabled checkbox under Auto Notice Settings

Deselect Move all notices to Print and Send via FTP

Then click the Schedule button

All days should be selected, but deselect any days that you are regularly closed by holding down the CTRL key and click on the day of the week

Click the Save button

You will be prompted to select your printer options and the save name...if no changes are necessary, select Print, Print and OK respectively

Select the Close icon when done

To change an email address in the notices:

Go to Notices in the function menu

Select the notice job

Click the Edit icon

Click the Save icon

Select E-mail Printer and click Print

Delete the existing email address and enter the new one

Click Print

A Save Job? message box will appear with the Job Name...Click OK

Select the Close icon when done

Changing the Printer Type on a Notice

To change an existing notice from Local Printer to Email Printer or vice-versa:

Go to Notices in the function menu

Highlight the notice job.

Select the Edit icon.

Click the Save button.

Choose the Form Printer.

If you choose Local Printer, select a printer from the Name drop-down menu. If you choose Email Printer, enter an email address and note (optional).

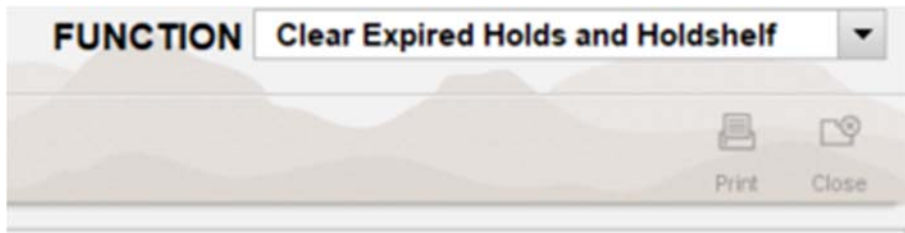
The Job Name prompt will appear. Change the name if need be or just click OK.

Select the Close icon when done.

By clicking any of the printers (Local Printer or the E-mail Printer), the system will send any notice directly to a patron if the account has a valid email address. However, if the account does not have an email address, the notice will be sent to the local printer or staff email address you chose when setting up the job.

How to Clear Hold Shelf

Click on the **FUNCTION** drop down menu at top right corner of screen.
Choose Clear Expired holds and hold shelf.



Click on View button.

A list of expired holds will appear. If needed click print icon in upper right corner of page.
Check hold shelf and remove items to be returned.

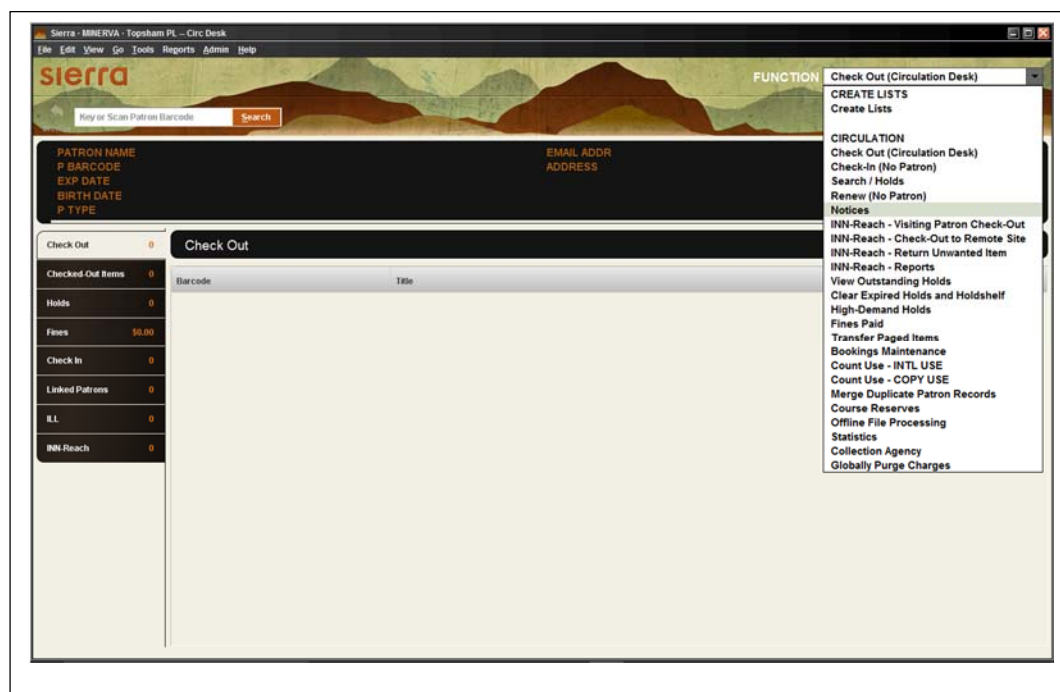
Click Clear button. NOTE: If you do this before printing, and close the screen, the items will be lost.

Set items in transit by using check-in screen.

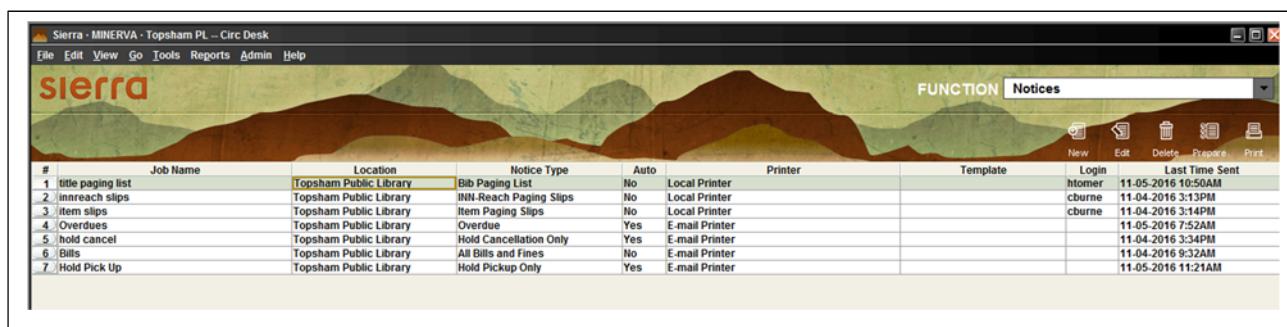
Procedure for printing ILL lists

These lists are items that need to be found and placed on hold for our patrons, or put in transit to go to other libraries. These lists are holds waiting to be fulfilled.

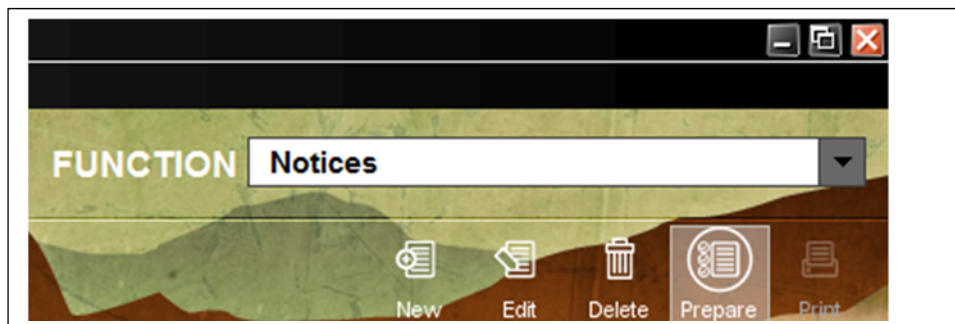
In the Sierra system, on the top right corner, change the Function to “Notices” (click the down arrow to the right of the Function box and options will display. Choose “Notices” by highlighting it and clicking).



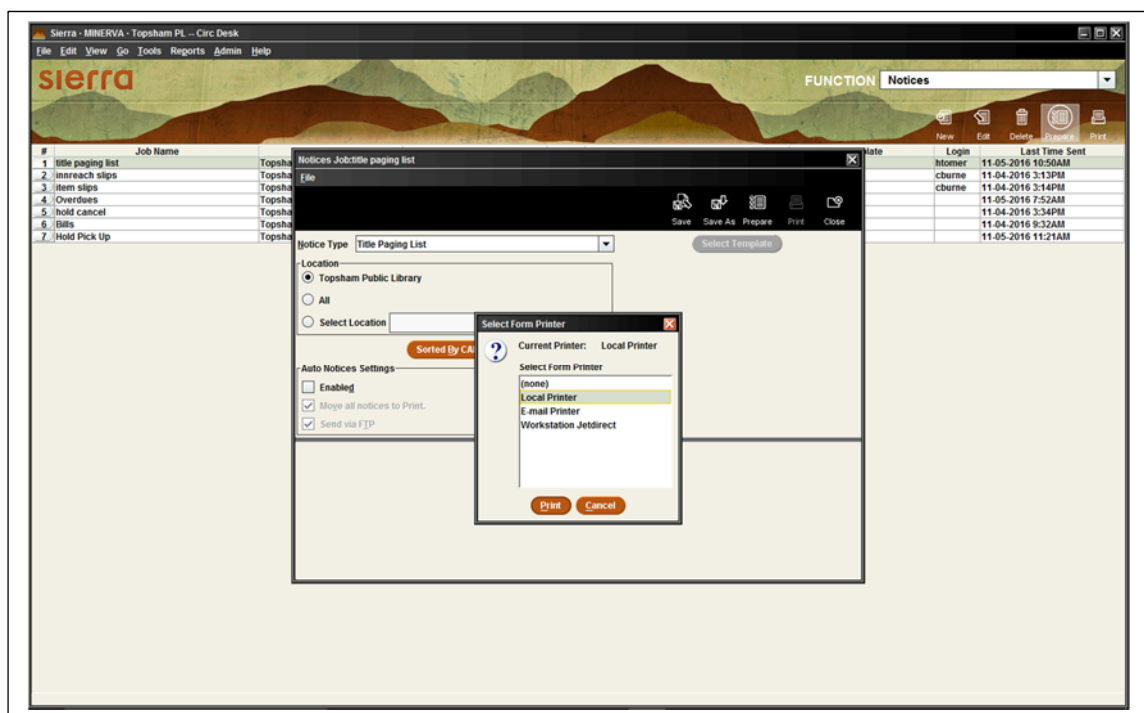
Once on the Notice screen, three of the options on the list will be *title paging list*, *INNreach slips* and *item slip* click on one of these lines to highlight.



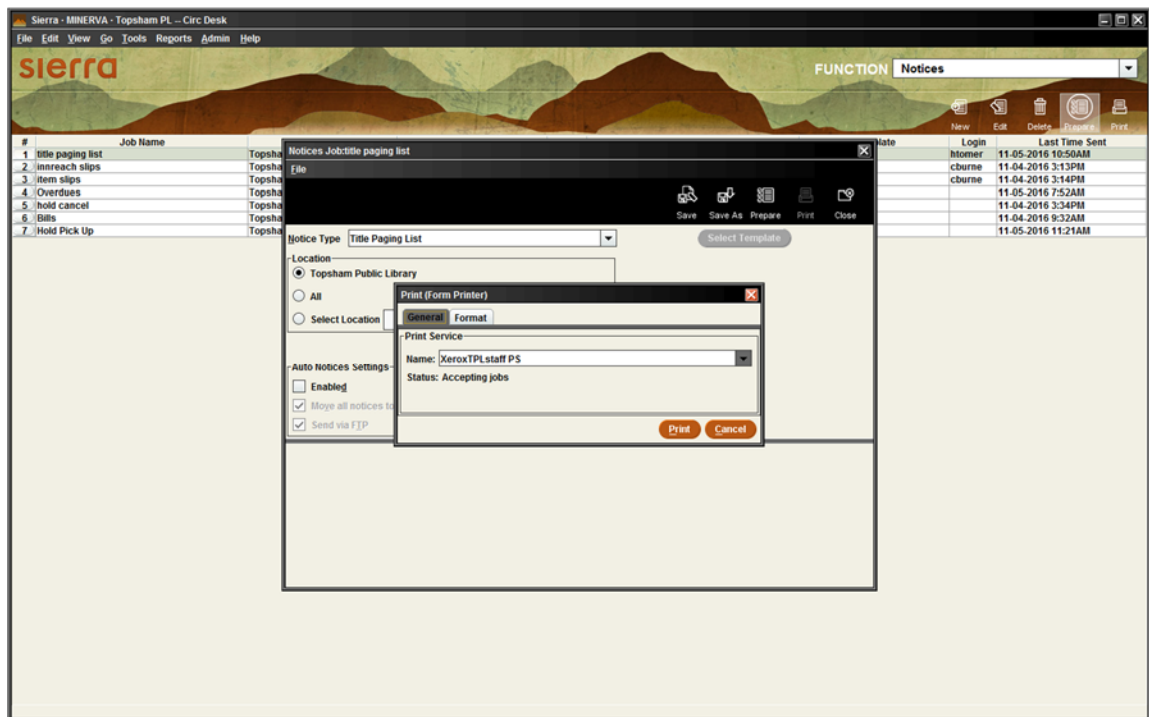
Then click on the “Prepare” icon found on the top right of the Sierra screen.



Select Form Printer box will pop up. “Local Printer” should be highlighted. If not, highlight it and click on “Print” found at the bottom of the box.



The box will change and the name of the printer will be highlighted. The printer should be the name assigned to your local printer. If not, then change the printer option by clicking on the down arrow at the right of the printer selected. An option of printers will drop down and select the correct printer. Then click on “Print” at the bottom.



A pop-up box will appear reading “Preparing”. *Wait for it* to finish. Then the box will contain a list of items to print. Hit “Send Notices” found at the top of the list. (Sometimes, after the “Preparing” step a box will pop up informing you “there are no notices to send”. That’s fine, just click the OK button at the bottom of the pop-up box.)

Next, a box will pop-up saying that the notices have been sent to the printer. If notices successfully printed click “Finish Printing.” If notices were not successfully printed hit “Resend.” Then close the boxes by clicking the close icon at the top right on this screen and the next.

Repeat the above steps for “INNreach slips” and “Item slips.”