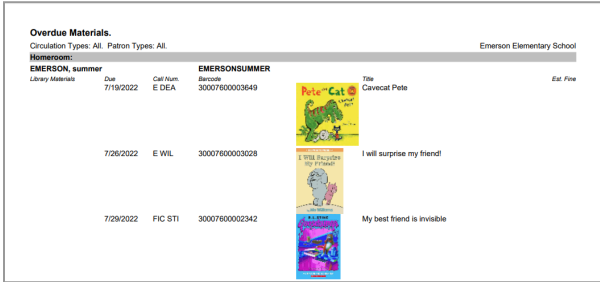
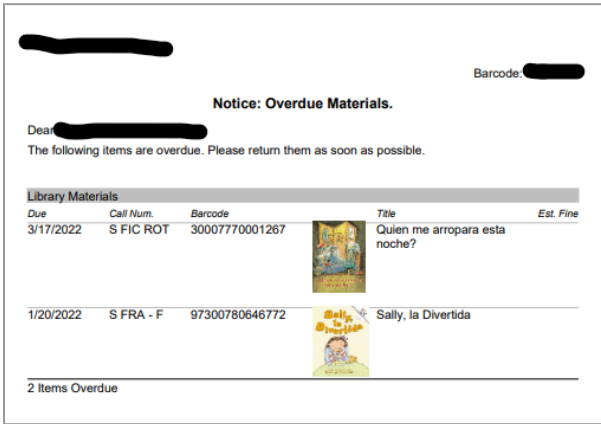


# Overdue Materials Reports & Notices

- More of a Video Learner? Watch [Maegan's Loom](#) or [Destiny's Tutorial](#)
- Keep Scrolling for Text Directions with Screenshots

What's the difference?

Overdue/Checkout Reports	Overdue/Checkout Notices
<ul style="list-style-type: none"> <li>• Reports list all books checked out/overdue in a PDF or Excel file                             <ul style="list-style-type: none"> <li>○ For the whole school OR</li> <li>○ By homeroom</li> </ul> </li> <li>• They can be great for teachers to reference in helping you get back books</li> </ul> 	<ul style="list-style-type: none"> <li>• Notices list a single child's or teacher's checkouts</li> <li>• Includes a space for a customized message</li> <li>• Can be sent home multiple ways                             <ul style="list-style-type: none"> <li>○ Via email to students and/or their parents</li> <li>○ Via backpacks as printed notices</li> </ul> </li> <li>• Printed notices can be run 1, 2, or 4 to a page</li> </ul> 

## Getting Started

1. In Classic Destiny, click **Reports>Current Checkouts/Fines**.
2. Scroll to the bottom and make your selections.

Library material from 2013-2014 school year 10/30/2014 7:30 PM

= Favorites / Add to Favorites   
 = Edit   
 = Delete

---

Set up a new report or notice

Show  **Checked Out/Overdue Materials**

- All that are currently overdue ← Will only pull books that are overdue - good for looking for books at BOY
- That are overdue by  to  days ← Can pull overdue books from a certain point in time
- That are due from  to  ← Can pull books that were due in the past or will be due in the future
- All that are checked out ← Will report all books that are checked out - good for giving teachers a snapshot
- Resources Assigned to a Custodian
- Unpaid Library Fines
- Unpaid Resource Fines
- Unpaid Patron Fines ← Uncheck these - we don't charge fines for books and Chromebooks are no longer in Resource Manager

Format  Report -- Output  ← Select which format you'd like

Email to Homerooms

Notices -- Language:

3. Click **Continue**.
4. Select your **Limits** to include the information you want.

1. Format      2. Limit      3. Details  
Overdue / Assigned Materials & Unpaid Fines Report

Limit the results to...

**My Patrons** All Patron Types  Active pulls only current students → Status  Active  
 Inactive  
 Restricted

Graduating in

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

---

**My Materials** Library - All Circulation Types  Uncheck all unless you want a report on what books your students have from other libraries

Resources All Resource Types

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

5. Click **Continue**.
6. Select the appropriate directions from below based on the type of product you'd like to run:
  - a. [Reports](#)
  - b. [Notices](#)

## Running Overdue/Checked Out Reports

1. In the **Details** section, make your selections. See below.

*How to run reports for just teachers:*

1. Format      2. Limit      3. Details  
Overdue / Assigned Materials & Unpaid Fines Report

Select & Sort by  from  to

Start a new page for each group If you want printouts for each teacher, select this way  
Start a new page for each group so each teacher's class is on its own page

**Also Display...**

**Title Info**  Title for library materials

Cover image Cover image helps with identification  
Price not necessary since we don't charge fines

Price of checked out/overdue materials

**Patron Info**  Barcode

Phone number

Subtotal items/fines for each patron

Grade Level

Homeroom

*How to run reports for students by homeroom:*

Select & Sort by  from  to

Start a new page for each group

Select the first and last teacher in alphabetical order to capture all homerooms.

2. Click **Run Report**. You can **Save Setup** if you want to be able to run this report again later.

## Running Overdue/Checked Out Notices

1. In the **Details** section, make your selections. See below.

[1. Format](#)    [2. Limit](#)    [3. Details](#)

Overdue / Assigned Materials & Unpaid Fines/Notices

---

Select & Sort by  from  to

---

**Distributed**  Internally <sup>?</sup>  
 Mailed  
 Via email - Provide sender information

Internally means printed and distributed  
 Mailed creates a mailing label (not often used)  
 Via email sends an electronic copy

Display name

Email   <sup>?</sup>

Send To  MMSD Student email  
 Parent email  
 Email 3 At elementary, often student & parent are selected  
 At secondary, often just the student is selected  
 Email 4  
 Email 5

Page layout

**Message**  Patron's Name:

For printed copies, select if you want 1, 2, or 4 notices per page  
 Personalize your message to make it sound friendly!  
 Click Address Label if you're mailing them

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

---

**Also Display...**

**Title Info**  Title for library materials  
 Cover image Cover image helps with identification  
 Price not necessary since we don't charge fines  
 Price of checked out/overdue materials

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

2. Click **Run Report**. You can **Save Setup** if you want to be able to run this report again later.