

Email Notices Sent to Public Library Patrons

Reminder Notice (3 days before an item is due)

Contact Your Library Directly

Do Not Reply to this Email

The following library materials will be due soon.

Please return them on or before the date they are due. You may be able to renew them online at <http://sails.ent.sirsi.net/client/default> click on the "My Account" link at the top of the screen or by calling your library.

Contact your library with any questions or concerns.

Thank you

Hold Pickup Notice (Emailed the day an item is available for pickup.)

--- HOLD AVAILABLE ----

DO NOT RESPOND TO THIS EMAIL - IT IS SYSTEM GENERATED

These items are now available for pickup and will be held at the library as indicated below.

If you no longer need an item, please call the library.

Thank you.

Hold Pickup Reminder Notice (Emailed 2 days before an available hold Expires)

HOLD AVAILABLE - SECOND NOTICE

Call your library directly if you need to make a change. Do NOT respond to this email.

This is a reminder that the library has an item waiting for you to pick up. It will only be kept until the date listed below then it will move on to the next patron on the list.

**If you need to have the pick-up date extended or you no longer want the item please call the library at the telephone number listed above.

Thank you for using the library.

Hold Cancellation – (Cancelled by Patron)

-- Hold Cancelled --

Contact Your Library Directly

Do Not Reply to this Email

This is to inform you that hold(s) you placed have been removed.

Your hold may have been cancelled and replaced on a copy that will become available sooner.

Please contact your library if you have any questions or requests.

The title may be available through Interlibrary Loan.

You may have received this notice if you removed your hold using the e-catalog or if someone else picked up the hold for you.

Hold Expired on Hold Shelf

-- Hold Cancelled --

Contact Your Library Directly

Do Not Reply to this Email

This is to inform you that item(s) listed below are no longer being held for you at the library. Available hold items are held for no more than a week.

Please contact the library if you wish to be place a new hold on this title(s) or if you have any questions

Hold Expiration – (30 Days before an Unfilled Hold Expires – typically 1 year after the hold is placed)

----- HOLD ABOUT TO EXPIRE -----

Contact Your Library Directly

Do Not Reply to this Email

This is to inform you that the HOLD you placed will expire in 30 days.

Please contact the library to see if we can obtain another version or place an Interlibrary Loan request for you.

We are sorry for the inconvenience.

1st Overdue Notice (7 Days after an Item is Due)

"1ST OVERDUE NOTICE"

Contact Your Library Directly

Do Not Reply to this Email

The following Library materials are overdue. Please return them as soon as possible. Please contact the library if you have already returned them.

Thank you.

Please note: The Price(s) listed on this notice indicate the possible replacement cost if the item is not returned. It is NOT your outstanding fine owed.

2nd Overdue Notice (28 Days after an Item is Due)

"SECOND OVERDUE NOTICE"

Contact Your Library Directly

Do Not Reply to this Email

The following Library materials are still overdue. Please return them as soon as possible. Please contact the library if you have already returned these items.

Thank you.

Please note: The Price(s) listed on this notice indicate the possible replacement cost if the item is not returned. It is NOT your outstanding fine owed.

3rd Overdue Notice (56 Days after an Item is Due unless it is already set to lost)

FINAL NOTICE"

Our records indicate that the item(s) listed below are long overdue. You will be charged for the replacement cost of the material and your user privileges blocked if the items are not returned immediately.

Please note: The Price(s) listed on this notice indicate the possible replacement cost if the item is not returned. It is NOT your outstanding fine owed.

Bills – these are sent out when an item is set to lost. Bill notices are customized per library.

Here is a link to the existing schedule for assumed lost notices, default replacement cost if there is no price in the item record, and any processing fee set by the library.

www.sailsinc.org/circ/assumed_lost_schedule.pdf

Borrowing Privilege to Expire (30 days before the record expires. Attleboro and Taunton use customized notices)

PLEASE DO NOT RESPOND TO THIS EMAIL

CONTACT YOUR LIBRARY DIRECTLY

Once every three years we need you to confirm your contact information with your local library. Please contact your local library to update your patron record and renew your borrowing privileges, otherwise your card will be declared inactive 30 days from this notice.

To obtain a list of SAILS libraries and their telephone numbers, go to <http://www.sailsinc.org/member-libraries/>