

<b>Frequency</b>	<b>REPORT</b>	
Daily	1st & 2nd Overdue Notices	<b>1<sup>st</sup> notice: one week after due date</b> <b>2<sup>nd</sup> notice: three weeks after due date (Emails sent for 1<sup>st</sup> and 2<sup>nd</sup> notices)</b>
Daily	Final Overdue Notice	<b>3<sup>rd</sup> notice: five weeks after due date</b>
Daily, approx 7AM	List Onshelf Items with Holds Morning	<b>List of items to be sent to requested library locations for patron holds</b>
Daily	Expire Available Holds	
Daily	Clean Onshelf Holds	<b>Items on holds shelf that have expired after holding period.</b>
Sundays	List Long Overdue Reports	<b>Overdue by 85 days: items will move to assumed lost if status does not change.</b>
Daily	Library Cash Reports	
Daily	Reminder Notices	<b>Email notices to patrons for items due in 3 days.</b>
Mondays	Notify Users About Favorites (Email)	<b>Email notices for “tell me when...” items added to catalog in previous week.</b>
Daily, approx 2PM	List Onshelf Items with Holds Afternoon	
M-F, approx 5PM	List Onshelf Items with Holds Evening	
Weekly	Proc Long Overdue Items	
Daily, approx 9:30PM	All Library Hold Notices (Email)	<b>Email notifications of available holds sent to all patrons with email address on file.</b>
Every Evening	Load Offline Transactions	<b>Any transactions recorded offline are uploaded.</b>

Updated 6/22/09