Notices/Overdues

Our patrons get Prospector overdue notices, but we don't! How can we also get notice of overdues?

You can create a list of patrons who have virtual items attached to their records, however you can't sort or limit the list based on criteria inside the virtual item, so you'll have a list of everyone at your institution who has a Prospector item requested or checked out or recently returned (plus ILL items if you use the Millennium ILL product). To figure out if any of those items are overdue, you would then have to look at each patron’s record individually.

If you only need to know who has Prospector items that have gone to a “billed” status, it’s a little easier. Create a list of patrons with virtual items who also owe at least the amount you charge for a billed Prospector item. Again, this would require looking at each record individually, but that might be a bit more manageable.

You can also use the overdue notices to find this information. You can print extra hard copies or send them to your own email address before emailing them to the patrons; then sort through them to find the overdue Prospector items. If you only want to know who has a Prospector item that's reached the “billed” category, you would only need to print extras of the bill notices.

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