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## Courtesy Notice and Auto Renewal

- **Article Type:** Q&A
  - **Product:** Alma
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### Question

Is Courtesy Notice always tied to Auto Renewal?

### Answer

Courtesy Notices are dependent upon the Auto Renewal settings, rules and the related job but Auto Renewal can be turned 'off' while courtesy notices run.

\*Settings: Fulfillment >Fulfillment Configuration > Configuration Menu > General > Fulfillment Job Configuration (# days prior to due date to send notice and how often to run job)

\*Settings: Fulfillment >Fulfillment Configuration > Configuration Menu > General > Other Settings (# days prior to due date to send notice)

\*Settings: Fulfillment >Fulfillment Configuration > Physical Fulfillment > Auto Loan Renewal Rules (User groups and Item library combinations for which auto renewal will be on or off for batch job)

\*Job: 'Notifications - Send Courtesy Notices and Handle Loan Renewals' calculates renewal date based on automatic loan renewal rules, terms of use, and existing recalls

\*Guidelines for Courtesy Notice and/or Auto Renewal:

1. If automatic loan renewal can occur, performs automatic renewal  
OR just sends courtesy notice based on Auto Loan Renewal Rules settings
2. If automatic loan renewal cannot occur, sends a courtesy notice
3. If automatic loan renewal is prevented by patron or item block, sends a courtesy notice

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### Additional Information

Note: Auto Renewals are not tied to Courtesy Notices.

'Notifications - Send Due Date Reminders' job sends reminders to patrons on the date an outstanding item is due.

**Category:** Fulfillment - Alma

**Subject:** Configuration - Alma

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