

How can I set Circulation to not print due date slips?

- **Article Type:** General
 - **Product:** Voyager
 - **Product Version:** 8.2.0
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Question

How to modify preferences for Circulation location so due date slips do not print?

Answer

1. Go to System Administration > Circulation > Policy Definitions > [choose policy definition, click Edit] > Locations tab
2. In Selected column, choose circulation location for which preferences should be changed
3. Click Settings button -- Location Settings window will open
4. Indicate that due date slip should not be printed (exact setting differs between Voyager versions):
 1. (pre-Voyager 8.2.0) Under Circulation Location area, uncheck "Due Date Slip Print" box
 2. (Voyager 8.2.0 and above) Under Due Date Slip Print area, choose "No Due Date Slip" radio button
5. Save

Additional Information

This setting can also be temporarily modified in Circulation module:

Circulation > Options > Session Preferences > Alerts, Printing and Fine/Fee/Demerit tab > Print Due Date Slip section

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