

Preventing overdue notices from being sent on closed days

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 20, 21, 22, 23
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Description

We use tab32 ("Overdue notices") to manage the overdue summary, using the Overdue and Lost Billing Summary Letter (cir-51) service. Does that table take into account the library Closed days?

background: The institution was closed for some time and the overdue summary sent the first overdue letter and the second three days later, even though the library was closed.

Resolution

The tab17 Closed days are used in two ways:

- 1) to prevent books from coming due on days when the library is closed; and
- 2) assuming you use the tab16 "Open Days" Fine Method - to prevent patrons from being charged overdue fines for closed days.

The fact that the library is closed on a particular day (or the following day) does not prevent the cir-51 service from printing an overdue notice on that day (for items which are **already** overdue).

Select "Net Days" ("include only the days on which the library is open") as the Interval Calculation Method in cir-15 submission should accomplish what you want.

Note: alternately consider adding days to the "Minimum Number of Days Since Last Letter" in the cir-51 submission

- **Article last edited:** 25/3/2020