

8.2 PRINTING OVERDUE NOTICES

Forms for overdue notices are usually printed right after they are created by clicking the **OK** button in the **Sending overdue notices** window. You can print overdue notices later in one of the following ways:

- by using the **Class / Send overdue notices** method if you select the **Overdue notices** class
- by using the **Object / Send** or **Object / Print** method if you click the selected overdue notice
- in the COBISS3/Reports module (see chapter A.2.6).



Note:

*You can also print already sent overdue notices (those are overdue notices in black or green colour) in the COBISS3/Loan module by using the **Object / Send** method or in the COBISS3/Reports module by creating the report L-O-01: Overdue notices. Creating or printing of such report does not influence the status of overdue notice (colour). It also means that if you print unsent overdue notices on a printer, they will remain red.*

The procedure of printing forms for overdue notices by using the method **Class / Send overdue notices** follows:

Procedure

1. Highlight the **Overdue notices** class and select the **Send overdue notices** method.

Data on overdue notices which are created, but not sent yet will be displayed in the **Sending of overdue notices** window. In libraries with departments data on unsent overdue notices is displayed for all departments.

2. Select the overdue notices and confirm the selection by clicking the **Send** button.

Overdue notices are sent to the printer selected for printing overdue notices (logical destinations *Overdue notices (envelopes) – Loan or Printer – Loan*).



Note:

Before printing on a printer it is always recommended to check if the paper is correctly inserted (especially for three layer carbon-copy envelopes).

When creating the report, the list of recipients of overdue notices for which the form for overdue notice was not printed because the member has no postal address is also printed in addition to forms.

Postal address defined to be used on overdue notices is printed on the form for overdue notice (see chapter 3.1.2.1.1). If no address is defined for this purpose, the address will be defined in the following order: permanent address, temporary address, business address, guarantor's/guardian's address, guarantor's/guardian's permanent address, guarantor's/guardian's temporary address, address abroad.

Forms for overdue notices can be printed in two sizes:

- A4 – classical format which enables printing of overdue notices on the paper of A4 size and sending in envelopes with a window on the left or on the right.
- Format of the three layer carbon-copy envelope which enables printing of overdue notices on special envelopes having precise element layout on forms (those are library details, payment of postage, overdue notice recipient, etc.). Printing the list of material is limited in this case. If you are about to send an overdue notice for a large number of copies to a member, several envelopes can be printed depending on the length of the list. An appropriate matrix printer must be used for printing overdue notices on three layer carbon-copy envelope. Data on library, payment of postage and overdue notice recipient are printed on darkened fields. This data can be seen on the front side of the envelope, while the text of the overdue notice (list of material, signatory) can be seen only when the recipient opens the envelope.



Tip:

The contents of overdue notice forms can be defined and maintained by the library in the COBISS3/Loan software module (see chapter 8.5).