Sierra circulation

# Notices: Quick References

**Introduction**

The following table lists the types of notices available in Millennium and indicates where the texts for them are specified in the system.

## Where is Circulation Notice Text specified?

| **TYPE OF NOTICE** | **SPECIFIED WHERE?** |
| --- | --- |
| Overdue notice | Loan rule elements **Text First Odue** through **Text Sixth Odue** |
| Overdue notice for recalled items | Loan rule elements **Text First OdueR** through **Text Sixth OdueR** |
| Hold pickup notice | Loan rule element **Text Pickup Notice** |
| Hold cancellation notice for a hold that has expired after the loanrule-specified number of days on the holdshelf | Loan rule element **Text Cancel Pickup** |
| Hold cancellation notice sent when a hold passes it’s not-needed-after date | Circulation option **Hold Cancel Notice: Not wanted after date past: Text #** |
| Hold cancellation notice sent when a hold is cancelled at the end of the paging cycle | This notice type is available to libraries using Title Priority Paging and not using the optional **Keep title hold after page expires** feature. This notice text is set by Innovative during Title Priority Paging set-up. |
| Hold cancellation sent when a hold is cancelled by staff | Any entry in the **Text of Circulation Notices** table that begins with the text **"drop hold"** (all in lower case). Staff are prompted to choose one of these texts if the circulation option **Holds: Print hold cancel notice when cancelling hold** is set to **YES** or **ASK**. |
| Replacement bills, billed items | Loan rule element **Msg Bill** |
| Replacement bills, lost items (items marked lost in Millennium Circulation, which forces the system to generate a bill before the billing cycle has completed) | Circulation option **Fines/Bills: Text # for bill for lost book** |
| Adjustment (overduex), assessed when a billed item is returned | Loan rule element Msg Adjustment |
| Charge adjustment | Circulation option **Fines/Bills: text # for bill for charge adjustment** |
| Overdue fine | Loan rule element **Msg Fine** |
| Manual charge | Circulation option **Manual Charge: Text #** |
| Recall notice | Loan rule element **Text Recall Notice** |
| Courtesy notice | Loan rule element **Courtesy Notice Text Number** |
| Item paging slip | Circulation option **Pageslips: Text #** |
| Item paging list | None; no text is printed on this type of notice, only the list of paged items |
| Title paging slip | None; no text is printed on this type of notice, only the list of paged titles |
| Statement of charges | Circulation option Statements: Text # |
| Statements of checked-out items | Any entry in the **Text of Circulation Notices** table that begins with the text **"checked out"** (all in lower case). Staff are prompted to choose one of these texts when preparing statements of checked-out items. |
| ILL cancellation notices | Any entry in the **Text of Circulation Notices** table that begins with the text **"illmsg"** (all in lower case). Staff are prompted to choose one of these texts when canceling an interlibrary loan request. |
| INN-Reach Pickup Anywhere paging slips | Circulation option **Pickup Anywhere Pageslips: Text #** |

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