Additional Patron Notifications

Find information about selecting automatic email receipts and notifications for room scheduling. To access this screen, sign in Service Configuration, open the WMS Circulation left navigation, select Notifications and Receipts, and then select the Additional Patron Notifications link.

To activate a notification policy for automatic email receipts, select the appropriate notification policy under the Automatic Email Receipts heading.

**Automatic Email Receipts**

Use this section to select the automatic email receipt sent to patrons when items are checked in and/or checked out, renewed, or the due date is changed. When configured, these automatic receipts are emailed to patrons at the top of the hour.

See Notification Policies for information about creating and editing notification policies and Notification Types.

<table>
<thead>
<tr>
<th>POLICY</th>
<th>NOTIFICATION TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-In Receipt Notification Policy</td>
<td>Automatic Checkin Receipt Notification</td>
<td>Use to notify patrons that their item has been checked in.</td>
</tr>
<tr>
<td>Due Date Receipt Notification Policy</td>
<td>Automatic Due Date Receipt Notification</td>
<td>Use to notify patrons of their item due date.</td>
</tr>
</tbody>
</table>

Note: For libraries that participate in group circulation, the library user’s home institution controls the configuration of the Check-In Receipt Notification Policy and the Due Date Receipt Notification Policy. If enabled, the library user will receive the notification as configured by their home institution.

**Room Scheduling**

Use this section to select the notifications to be sent to patrons when a room event is created, a room event is canceled, and/or to remind patrons of a pending room reservation.

See Notification Policies for information about creating and editing notification policies and Notification Types.
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| Room Schedule Placed Notification Policy | Room Schedule Placed Notification          | Use to notify patrons that their room event has been scheduled.  
• The notification is queued to be sent once an event has been created for a room.                                           |
| Room Schedule Expired Notification Policy | Room Schedule Expiry Notification           | Use to notify patrons that their room reservation has been canceled.  
• The notification is queued to be sent after the cancellation occurs.                                                           |
| Room Schedule Reminder Notification Policy | Room Schedule Reminder Notification         | Use to notify patrons that they have a room reservation.  
• The notification is queued to be sent before the event occurs.                                                                    |