

Email Notification Policy

Email Notification

- Sign up at your local library. (see ATTACHMENTS)
- To edit, update, or delete your email address, login to (insert web address) [My Account](#) and click on 'Modify Personal Information', or contact your local library.
- All patron information is private and confidential. We do not release any patron information without an appropriate legal court document. However, if you provide an email account that you share with someone else, please be aware that email notices will list the titles of requested items, checked out items due soon, or overdue items.
- Patron records with valid email addresses will receive all notices except bills via email. It is our practice to send final bills for lost or long overdue items in the U.S. Mail so that you have a written record for your files. Also, if we try to reach you by email and it bounces, our system will generate a mail notice.
- eiNetwork does not keep a record of notices sent via email.

Email Notices

Notice Type	When is the notice generated?
Request Pickup Notice	A request pickup notice is generated the morning after an item arrives at the Library where the item is to be picked up.
Reminder Notices	Reminders will be sent three days before the due date for items that are loaned for 21 days, and 1 day before the due date for items that are loaned for 7 days. Please remember that there may be many reasons that you do not receive an email. Even if you do not receive a reminder, you are

still responsible to return items or pay fines for items that you check out.

Overdue Notices

- First Overdue Notice** The first overdue notice will be generated approximately a week or 2 weeks after the item becomes overdue, depending on the type of material, and the local library lending policy.
- Second Overdue Notice** The second overdue notice will be generated approximately 2 weeks after the first overdue notice, or 3 or 4 weeks from the overdue date.
- Bill** All bills for overdue items will be generated approximately 6 weeks from the overdue date. All bills are printed.

Email notices are generated daily and are automatically sent out early each morning Sunday through Saturday.

Patrons who have email filters based on the sender or subject line may need to change their filters.