

EMAIL COURTESY NOTICES

The Jericho Library, in cooperation with the Nassau Library System, will offer *Email Courtesy Notices*, which are sent to patrons to inform them that their item(s) are almost due. They are meant as a reminder, to help you manage your library activity and avoid fines and delinquencies by alerting you to imminent due dates. Beginning Tuesday, January 27, any Jericho Library patron who has an email address in their patron record is eligible to receive such notices. These emails will be generated 3 days before an item is due. They will not be generated for 2 day loan period items.

The subject line for these emails will be LIBRARY COURTESY NOTICE.

To update your patron record to include an email address please follow these steps:

1. Log into your patron account by clicking on [My Account](#)



2. Once you have logged in, click
3. Place your email address in the box and click submit.