

- PRESS RELEASE -  
**Clermont County Public Library**

326 Broadway Street • Batavia, OH 45103

For Immediate Release

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**LIBRARY SENDS COURTESY NOTIFICATION**

Batavia, OH- Don't let overdue notices catch you by surprise! Starting in November, the Clermont County Public Library (CCPL) will send out courtesy notices via email to alert customers that their items are due.

"The library has received many requests for e-mail notification, especially for e-mail reminders before materials are due back," says Liz Fiene. "This program will greatly enhance our customer service."

The courtesy emails will be sent via email only, three days before a customer's items are due. Since these notices will only be sent via email, customers must have their email addresses in their library card record in order to receive the courtesy notices. Courtesy notices - not overdue or hold pickup notices - will be sent seven days a week.

"This new notification process is something we're more than happy to offer. We're constantly looking for new ways to improve our customer service," says Lynn Baird, Circulation Manager. "We feel library customers are going to be thrilled with this addition."

Signing up for email notification is simple; stop by your local branch, fill out an email notification form, and start receiving your email notification.

To learn more about email notification, visit or call your local branch. You can also visit us on the web, [www.clermontlibrary.org](http://www.clermontlibrary.org)

*The Clermont County Public Library strives to provide innovative access to information and services that stimulate the diverse educational, informational, and recreational needs and interests of the community. Further, the library seeks to be an integral part of the community in cooperation with other community organizations.*

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