LINCOLN CITY LIBRARIES
December 2015
## Signing up for Text Message (SMS) Notifications in Enterprise

Text message notification is now available from Lincoln City Libraries. Library patrons may opt in to receive brief alerts via text message regarding the following:

- Reminders for items that are due to be returned soon
- Overdue items
- Hold/Pick-up items as they become available

To opt in to the service, sign into My Account and follow the steps listed below or contact a library staff member.

PLEASE NOTE: The library does not charge a fee for this service, but your cell phone plan's regular text-messaging rates apply.

1. Go to https://lcl.ent.sirsi.net
2. Click on **Log In** and enter the library card and PIN.
3. Once logged in, click on **My Account**.
4. Under **SMS Notifications**, click on the **Add New** button.
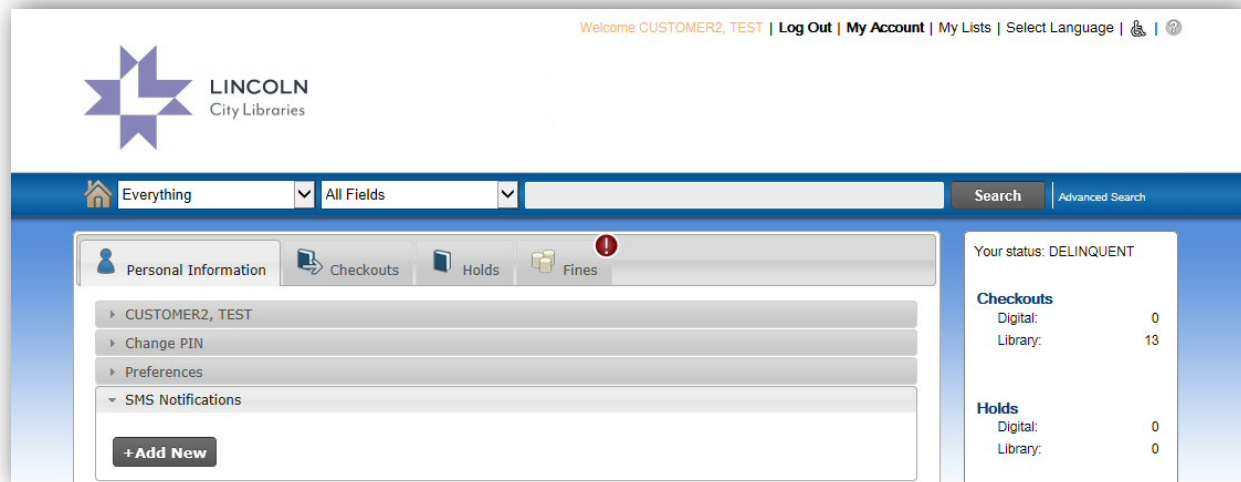
5. Enter the following information (see the screenshot below):
    a. Under **Label**, enter a name for the phone (e.g., Jenny's phone)
    b. Under **Country**, the default is United States. Do not change this value.
    c. Under **Phone Number**, enter the number to which SMS notifications will be sent. This field only allows numbers.   Do not use parentheses or dashes.

6. Notices – check the box next to all notices that you want to receive.

- **Bill Notices**
  Not currently used by LCL.

- **Overdue Notice (IMPORTANT NOTE: This includes pre-overdue notices)**
  When this option is selected, the patron receives all SMS messages for their pre-overdue and overdue notifications.

- **Hold Pickup Notice**
  When this option is selected, the patron receives SMS messages about held items that are available for pickup.

- **Manual Message**
  Not currently used by LCL.

- **General Announcements**
  Not currently used by LCL.

- Click **Save** to save all of the changes.

7. The phone information just entered should display as shown below. SMS notices are now enabled.