







Managing Library Manager Fine Types

You need the flexibility to set up fine policies that are customized for your school. Library Manager’s flexible fine management features let you customize how fines are assessed to best meet the needs of your school.

Library Manager refers to any charges to patrons as “fines,” although the charges for some items and services are not penalties (for example, fees for using a printer or copy machine). Fines for overdue, lost, or damaged items are classified as Copy Specific. Charges unrelated to library materials are classified as Patron Only.

The following icons represent the default fine types in Library Manager:

	Damaged		Refund
	Lost		Broken Binding Excessive Writing Missing Barcode Torn Pages Water Damage User-Defined
	Overdue		
	Patron only		

If the default fine types do not meet your needs, you can create additional fine types.

Note: While it is necessary to go through a patron record to create a new fine type, it is not necessary to assess a fine to create a new Fine Type.

To create an additional fine type:

1. Select **Circulation > Fines**.
2. In the **Find Patron** field, scan or type a patron barcode or type a patron name. If you scan a barcode, the Fines page opens automatically. If you type the barcode or name, press **Enter** or click **Go!**.
3. If a list of patron names appears, click on the name of a patron to open the Fines page.
4. Select **Add Fine > Other....**
5. In the **Fine Type** field, type a descriptive name for the new fine type.
6. From the drop-down next to the **Fine Type** field, select **Copy Specific** or **Patron Only**.

7. If you selected **Copy Specific** in Step 6, select a **Calculation Method** of **Fixed** or **% of Cost**, and then type a value in the associated field. If you selected Patron Only, you can charge any amount when you assess a Patron Only fine.
8. Click **Save**.
9. If you do not want to assess a fine for this patron, click **Cancel**.

Home Dashboard Catalog **Circulation** Reports Back Office My Info

Fines > Add Fine > Manage Fine Types

Check Out
Check In
Renew
Holds/ILL
Fines
Copy Status
Patron Status
Offline Circulation
Library Information
Reset

How do I... (?)

Fine Type Copy Specific

Calculation Method Fixed Amount

% of Cost

Broken Binding	Copy Specific	Fixed at \$0.00		
Excessive Writing	Copy Specific	Fixed at \$0.00		
Missing Barcode	Copy Specific	Fixed at \$0.00		
Prints	Patron Only			
Torn Pages	Copy Specific	Fixed at \$0.00		
Water Damage	Copy Specific	Fixed at \$0.00		