

Assessing and Collecting Fines

Library Manager’s fine management features make it easy to automatically assess, collect and refund fines. Plus, you can manually adjust fines as needed.

Overdue Fines

Once set up, Library Manager assesses overdue fines automatically during checkin. After you check in an overdue item, a message confirms the fine amount charged to the patron.

⚠ Please note...

- Overdue item "Young Cam Jansen and the ice skate mystery" (Barcode: T 10103)
Days overdue: 4
Regina Larkins has been charged an overdue fine of \$0.20. [Pay/Waive Fine](#)

Lost Items Fines and Refunds

Once set up, Library Manager assesses fines automatically when you select the Lost button on any of the following options under the Circulation tab:

- Check Out
- Patron Status
- Copy Status

When you select **Lost** or **Mark Lost**, Library Manager assesses a fine automatically for the price of the item as it appears in the copy record. If no price appears in the copy record, Library Manager uses the Max Fine setting in Library Policies to determine the dollar amount. A message shows the default fine amount. You can change the fine to a different amount, if needed. You can also waive the fine by changing the amount to zero before clicking **OK**.

⚠ The copy will be marked as lost.
Wilson, Camden (Barcode: 2110205121) will be charged a fine of . If you do not want to assess a fine, set the fine amount to zero.

Library Manager generates a refund automatically when a lost book is checked in and the patron has already paid the fine. When the book is checked in, a message confirms that the patron received a credit. If it is checked in after the due date and you have Destiny set up to automatically calculate overdue fines when a lost book is found, the amount paid on the lost fine is applied to the newly calculated overdue fine. The overdue fine is calculated from the point the book is overdue to the point the book is checked back in.

⚠ Please note...

- "Hard road west : history & geology along the Gold Rush trail" (Barcode: T 5558) had been marked as lost. The fine information for Camden Wilson (Barcode: 2110205121) has been updated with a credit for \$24.96.
- Overdue item "Hard road west : history & geology along the Gold Rush trail" (Barcode: T 5558)
Days overdue: 0
[Create Fine](#)

To refund the amount owed if a patron has no other fines or fines that total less than the credit:

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!**. The refund amount appears in parentheses and red text.
3. If you want to print a receipt for this transaction, select the **Print Receipt** checkbox.
4. Click **Update**.
5. From the pop-up that appears, click **Yes**.

Note: If you want to print a receipt without refunding a credit, click **Print It!** instead of **Update**. If the patron has outstanding fines, you will have the option to apply the refund to them.

The screenshot shows a web interface for managing a patron's fines. At the top, the patron's name is "Wilson, Camden" with a "(Student: Hidden)" note and an "Edit Patron" button. Below this, there are statistics for library items: "Checked Out Library: 1 / Textbooks: 0 / Resources: 0", "Overdue Library: 1 (View Estimate) / Textbooks: 0 / Resources: 0", and "Holds Ready 0". A summary line shows "Library: \$24.96 / Textbooks: \$0.00 / Resources: \$0.00" and "Fines Patron: \$0.00". A note states "Based on access level settings, fines listed may not equal the fine total." To the right, there are fields for "Grade Level 7", "Homeroom Mr. Elliott", "Nickname", "User Defined 2", "User Defined 3", "Primary Language", and "Lexile Measure".

Below the statistics is a section titled "- Fines" with three buttons: "Add Fine", "View History", and "Print It".

A table of fines is displayed with the following columns: "Reason", "Amount", and "Payable".

Reason	Amount	Payable
LM Hard road west : history & geology along the Gold Rush trail (Copy: T 5558)	978 MEL	(\$24.96) <input checked="" type="checkbox"/>

Below the table, there is a checkbox for "Include off-site fines in totals" which is checked. To the right, the "Amount Payable" is shown as "(\$24.96) Local" and "\$0.00 Off-site". The "Total Payable" is "(\$24.96)". At the bottom right, there is a "Print Receipt" checkbox and an "Update" button.

Other Fines

Other fines are assessed manually by following the steps below:

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. Click **Add Fine**.
4. From the **Reason** drop-down, select the reason for the fine.
5. If the reason you selected in Step 4 is Copy Specific (Broken Binding, Damaged, Excessive Writing, Missing Barcode, Overdue, Torn Pages, Water Damage or a user-defined copy specific Fine Type), you need to identify the copy. To do so, type or scan the copy barcode in the **Copy** field and click **Go!**.

Note: You can also perform a search for the copy by entering a keyword from the title in the **Copy** field and clicking **Go!**.

6. Enter values in the **Amount**, **Waive** and/or **Pay** fields.
7. Optionally, type a note in the **Fine Note** field. The fine note appears on the Edit Fine page and in the patron's Fine History.
8. If you want to print a receipt, select the **Print Receipt** checkbox.
9. Click **Save**. If you are waiving part of the fine, a message may appear. Enter the reason for the waiver, and then click **Save**.

Note: If you chose to print a receipt, the printable page appears.

Wilson, Camden (Student: Hidden) [Edit Patron](#)

Reason: Damaged [Other](#)

Library Materials Copy [Go](#)

Amount: \$0.00
Waive: \$0.00
Pay: \$0.00

Fine Note

Print Receipt [Save](#) [Cancel](#)

Accepting Fine Payments

Library Manager lets patrons apply fine payments to the combined balance of all fines they owe or to an individual fine. When the patron asks to apply a payment to a combined balance, Library Manager applies the payment to the fines in date-incurred order – oldest to newest. If the patron has local and off-site fines, Library Manager pays the local fines first.

To enter a payment toward all fines:

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. In the **Pay** field, enter a payment amount.
4. If you want to print a receipt for the payment, select the **Print Receipt** checkbox.
5. Click **Update**.
Note: If you chose to print a receipt, the printable page appears.

Santacruz, Merlin Marvin (Student: 2010001724) [Edit Patron](#)

Checked Out Library: 0
Overdue Library: 0
Holds Ready 0
Library: \$0.25 / Textbooks: \$48.78 / Resources: \$0.00
Fines Patron: \$0.00

Grade Level 12
Homeroom Mr. Henderson
Lexile
AUP Signed?
English Teacher
F&P Level 5
Battle of Books? 1011L

Fines [Add Fine](#) [View History](#) [Print It](#)

Reason	Amount	Payable
LM Pollution : opposing viewpoints (Copy: T 8657)	363.73 POL	\$0.25
TB Physics (Copy: X 2113030)		\$48.78

Include off-site fines in totals [?](#) **Amount Payable**
\$49.03 Local

Pay

Print Receipt [Update](#)

To enter a payment toward a specific fine:

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. Click  next to the fine amount.
4. In the **Pay** field, enter the amount paid.
5. Click **Save**.

Santacruz, Merlin Marvin (Student: 2010001724) [Edit Patron](#)

Reason Overdue Library Material [Details](#)

Pollution : opposing viewpoints (Copy: T 8657) Louise I. Gerdes, book editor. 363.73 POL

Purchase Price	Fined	Amount Due
\$29.92	\$0.25	\$0.25
Due 7/18/2016	Waived \$0.00	Waive <input type="text" value="\$0.00"/>
Returned 7/25/2016 10:22 AM	Paid \$0.00	Pay <input type="text" value="\$0.00"/>

Fine Note

Print Receipt [Save](#) [Cancel](#)

Viewing Fine History

With Library Manager, you can easily access an individual patron's fine history or a historical record of all fine payments and refunds that took place during a specific timeframe in your library.

Patron Fine History

You can access an individual's fine transaction history from their Fines page by clicking the View History button.

				Library Materials	Textbooks	Resources	Patron only
Santacruz, Merlin Marvin (2010001724)				Printable			
Reason ?	Assessed	Amount	Balance				
Pollution : opposing viewpoints (Copy: T 8657)	7/25/2016	\$0.25	\$0.25	Details			
Fahrenheit 451 (Copy: T 22282)	6/28/2016	\$5.00	\$0.00	Details			

Fine History Report

Run the Fine History report to track fine payments and refunds made during a specific time period in your library.

Fine History - Cash Flow Report					
Transactions from 5/1/2014 to 6/30/2014. Transactions sorted by Date. Limited to: Library Materials.					East Elementary School
East Elementary School					
Date	Patron	Title	Reason	Performed by	Total
6/4/2014	Brunelle, Eva Sung (2010300461)	Someone named Eva (T 8309)	Lost - LM	admin103	\$11.26
6/4/2014	Thurber, Jacob Cleo (2010300411)	The birthday tree (T 1124)	Water Damage - LM	admin103	\$5.00
6/4/2014	Winchell, Travis Marcelino (2010300404)	Ben Cohen : the founder of Ben & Jerry's ice cream (T 917)	Lost - LM	admin103	\$17.75
6/4/2014	Winchell, Travis Marcelino (2010300404)	Moon landing (T 6134)	Lost - LM	admin103	\$18.95
6/4/2014	Winchell, Travis Marcelino (2010300404)	Ben Cohen : the founder of Ben & Jerry's ice cream (T 917)	Refund - LM	admin103	(\$0.30)
6/4/2014	Winchell, Travis Marcelino (2010300404)	Moon landing (T 6134)	Refund - LM	admin103	(\$18.95)
6/4/2014	Winchell, Travis Marcelino (2010300404)	Destination the sun (T 2353)	Torn Pages - LM	admin103	\$1.85
6/4/2014	Winchell, Travis Marcelino (2010300404)	Destination the sun (T 2353)	Torn Pages - LM	admin103	\$18.15
Amount Collected					\$53.71
Total Collected					\$53.71

Identifying and Notifying Patrons about Fines Due

Run the Current Checkouts/Fines report to identify and/or notify patrons of any fines due to the library through a report or a notice. Notices can be emailed to individual patrons or patrons' homeroom teachers if your email server is set up with Destiny.

East Elementary School 6/5/2016

Tony Beau Eley

Grade Level: K

Homeroom: Mr. Watson

Barcode: 2010300372

Notice: Unpaid Fines.

Dear Tony Beau Eley:

The following library fines are due. Please visit the Circulation Desk to pay your fine(s) as soon as possible.

Unpaid Fines & Refunds

<i>Fine</i>	<i>Call Num.</i>	<i>Barcode</i>	<i>Title</i>	<i>Amount Due</i>
6/4/2016 Lost LM	513.2 MUR	T 8025	Shark swimathon	\$10.96
6/4/2016 Excessive Writing LM	796.32 WOO	T 808	Basketball legends	\$3.00
				Total: \$13.96

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