

Fines

Module Overview

This module reviews the basics on assessing fines, creating fine types, and managing your fines.

Module Objectives

- Objective 1: Explain how to create a fine type
- Objective 2: Identify how to assess a fine for lost items
- Objective 3: Discuss how to pay, waive and delete fines
- Objective 4: Discuss how to create a Current Checkouts/Fines Report
- Objective 5: Discuss the Fine History report

Objective 1: Explain how to create a fine type

All fines are associated with patrons and only some of them are associated with textbook copies. An example of a copy fine is a fine due to a damaged book, missing barcode, or torn pages. To assess this fine, a copy barcode or name is required.

A patron fine can include things that are distributed to patrons like supplies. A copy is not required to assess this type of fine.

To create a fine type:

1. Navigate to the **Circulation** tab | **Fines** option.
2. Locate a patron.
3. Click **Add Fine**, and then click the **Other** button.

4. Enter the name of your fine in the **Fine Type** field.
5. Then, select the type of fine (copy specific or patron specific) in the drop-down list.

To create a **Fine Type**, enter the fine name in this field.

Select the type of fine.

Item	Type	Calculation Method	Amount	Actions
Broken Binding	Copy Specific	Fixed at	\$0.00	[Edit] [Delete]
Excessive Writing	Copy Specific	Fixed at	\$0.00	[Edit] [Delete]
Missing Barcode	Copy Specific	Fixed at	\$0.00	[Edit] [Delete]
Torn Pages	Copy Specific	Fixed at	\$0.00	[Edit] [Delete]
Water Damage	Copy Specific	Fixed at	\$0.00	[Edit] [Delete]

The Copy Specific fine will allow you to assess a fixed dollar amount by typing in the Fixed at field. Or, you can select a percentage of the cost in the copy record by selecting the **% of Cost** radio button and typing that percentage in the field provided.

6. Click **Save**.

Objective 2: Identify how to assess a fine for a lost item

When an item is marked **Lost** on the **Check Out**, **Copy Status**, or **Patron Status** page, Textbook Manager automatically prompts you to assess a fine for the lost item. The amount is calculated from the replacement price based on state policies for depreciation. The amount can be adjusted.


There are several places where you can mark an item lost. We will look at **Patron Status (Circulation tab | Patron Status option)** as an example.

The screenshot shows the 'Patron Status' page for a student named Ancrum, Lee S. The page is part of the 'Circulation' tab in the Textbook Manager interface. It displays various statistics for the patron, including checked out, overdue, and fined textbooks. A table lists the items currently checked out, including titles like 'Elements of Literature, Grade 6, Introductory Course' and 'Glencoe Science, Grade 6: Level Red, South Carolina Edition'. Each item entry includes the due date, price, and checked out date, along with 'Renew' and 'Lost' buttons. The interface also includes search filters, a 'Find Patron' button, and a 'Reset' button in the sidebar.

Patron Information:
 Ancrum, Lee S (Student: [21230000123602](#))
 Checked Out Textbooks: 4
 Overdue Textbooks: 0
 Fines Textbooks: \$0.00
 Patron: \$0.00
 Grade Level 6
 Homeroom

Due Date	Title	Price	Checked Out	Actions
6/1/2010	Elements of Literature, Grade 6, Introductory Course (Copy: SDE00003944868)	\$62.95	8/19/2009	Renew Lost
6/1/2010	Glencoe Science, Grade 6: Level Red, South Carolina Edition (Copy: SDE00003945444)	\$68.97	8/19/2009	Renew Lost
6/1/2010	Holt Social Studies: World History (Copy: SDE00003945784)	\$58.95	8/19/2009	Renew Lost
6/1/2010	Math Connects: Concepts, Skills, and Problem Solving, Course 1, South Carolina Edition (Copy: SDE00003946180)	\$44.10	8/19/2009	Renew Lost

Once you have marked the item as lost, Destiny will display this message:

 **The copy will be marked as lost.**
Ancrum, Lee S (Barcode: 21230000123602) will be charged a fine of
. **According to the state fine schedule, a percentage of 25% was applied to the original price of \$76.00. If you do not want to assess a fine, set the fine amount to zero.**

The default dollar amount is the lost book charge. You can override the price and specify an amount up to the full contract price. Then, click the **OK** button to complete the transaction.

Objective 3: Discuss how to pay, waive, and delete fines

When paying a fine, you can select the patron by going to the **Circulation** tab | **Fines** option and typing in the patron information. The patron's fines will appear.

The screenshot shows the 'Fines' page in a library system. At the top, there are navigation tabs: Catalog, Circulation (selected), Reports, Back Office, and My Info. Below the tabs, there's a 'Fines' section with a 'Find Patron' search bar and a 'Go!' button. A dropdown menu shows 'Patron Names'. The main content area displays the patron's name 'Ancrum, Lee S' with a student ID '21230000123602'. It lists 'Checked Out Textbooks: 0' and 'Overdue Textbooks: 0'. The 'Fines' section shows 'Library: \$0.00 / Textbooks: \$30.00' and 'Patron: \$0.00'. There is a table of fines with one entry: 'Art History 1' (Copy: X 202738) for \$30.00. Below the table, there's a summary of the 'Amount Payable': \$30.00 Local, \$0.00 Off-site, and a total of \$30.00. At the bottom, there is a 'Pay' field, a 'Print Receipt' checkbox, and an 'Update' button.

To pay the fine, enter the fine amount in the **Pay** field and click on the **Update** button. If the permission is turned on for you to be able to waive fines, you will see a **Waive** field underneath the **Pay** field. To waive the fine, you will click on the **Waive** field and the **Save** button.

Note: If you choose to waive a fine for lost or damaged textbooks, state regulations require an explanation.

Objective 4: Discuss how to create a Current Checkouts/Fines Report.

Destiny allows you to report on fines and overdue items. This report is located in the **Reports** tab | **Textbook** option | **Current Checkouts/Fines** hyperlink.

This report helps you keep track of all the unresolved transactions in your school. The reported information can be as broad or as narrow as you want it to be. It can include checkouts, overdues, and fines.

You can format the information as any of the following:

- A report to distribute to teachers and library staff.
- Notices to remind patrons of checkouts, overdue materials, or outstanding fines.
- Lists to email to homeroom teachers.

Click the **Continue** button to move to the next page.

The **Limit** page will allow you to limit the report to a patron type or patron status. Click on **Continue** to move to the next page.

The **Details** page allows you to further configure your report to include patron information or pricing. It also allows you to:

- **Save Setup** – saves all of the information created in the **Format**, **Limit** and **Details** screen so the report can be run again
- **Run Report** – allows you to run the report one time. This will not save the report to be used at a later date

If you click on the **Save Setup** button, you give the report a name, schedule it to run at a particular time, and immediately run the report or just save the set up.

Specific sections of Regulation R43-71 require districts to remit any fines collected for lost or damaged state-owned textbooks at the end of the year to the State Office.

Objective 5: Discuss the Fine History report

The **Fine History Report** tracks fine payment and refund transactions making it easier for you to determine the amount due to the state.

This report is located in the **Reports** tab | **Patron** option | **Fine History** hyperlink.

Once you have selected your criteria, click on the **Run Report** button. An example of the report is shown below.

Reports > Fine History > Job Manager > Job Summary

Fine History - Cash Flow Report

Transactions sorted by Date - Limited to Textbooks Abraham Lincoln Elementary School

Date	Patron	Title	Reason	Total
9/17/2007	Acheson, Debra M (P 3000)	MATH 65 / 2ND ED (X 509)	Lost	\$10.00
10/3/2007	Johnson, Rebecca (P 9879881)	Math {Vol 1} 3 (X 9992544)	Excessive Writing	\$0.95
10/3/2007	Johnson, Rebecca (P 9879881)	Math {Vol 1} 3 (X 9992544)	Excessive Writing	\$3.00
Net Difference				\$13.95