

No More Fines! — Now What?

If you've stopped charging overdue fines in your library — or are thinking of stopping — you may be wondering what kind of changes you need to make to Alexandria to get rid of those fines for good.

Here's the breakdown:

You'll change some preferences, change some policies, then run a utility to update the items already checked out.

Preferences

In Preferences, under Management, go to Circulation, and to the Circulation Rules tab. There's a section for Overdue settings. If you no longer want to charge overdue on Lost items, or on Found items, you can uncheck them, and Save your changes.

Policies

Go to your Policies preferences. In your Standard Patron policy, click on the Overdue tab. Change the 'Maximum fine for an overdue item' to 0.00.

You will want to change this for every patron policy.

In your Standard Item policy, click on the Overdue tab. Change the Fine Rate field to 0.00. Again, you'll want to change this for every item policy.

Utility

That's all you have to do to stop charging Overdue fines; however, these changes won't apply to items already checked-out. In order to protect patrons who currently have items out from accruing overdue fines, you'll need to run a utility.

From Tools, open Utilities. Click on the Circulation category, and the utility we'll use is the Circulation Update utility. All this does is update all transactions at the current site to match current policy settings.

Run the utility.

Now all patrons who currently have items out won't be charged overdue fines — and overdue fines will no longer be charged in your library.