

# You're Suspended

Tip for 11.05.18

Can't charge fines? Want to encourage patrons to return items on time anyway? Maybe suspending borrowing privileges will do the trick.

The screenshot shows the COMPanion DC Demo interface with two main panels: Patron Policy and Item Policy. The Patron Policy panel is for 'Standard Patron' and has tabs for 'Check Out', 'Overdue', and 'Other'. The 'Overdue' tab is active, showing fields for 'Maximum Overdue Items' (2), 'Fines limited by item cost' (dropdown menu), '\$0.00', 'Charge Fines on Closed Days' (checkbox), 'Allow Renewals When Fines Are Owed' (checked checkbox), 'Days Suspended per Overdue Day' (1), 'Maximum Days Suspended' (1095), 'Suspend on Closed Days' (checkbox), and 'Send Suspended Email Notification' (checkbox). The Item Policy panel is for 'Standard Item' and has tabs for 'Check Out', 'Overdue', and 'Other'. The 'Check Out' tab is active, showing fields for 'Item Policy Short Code: STD', 'Loan Fee' (\$0.00), 'Default Replacement / Purchase Cost' (\$0.00), 'Maximum Renewals for Item' (1), 'Hard Due Date' (mm/dd/yyyy), 'Statistics Group' (Standard Item), 'Transaction Period' (7), and 'Days' (Days). Both panels have 'Add', 'Remove', 'Duplicate', and 'Rename' buttons at the bottom.

In Alexandria, you can set a number of days for which borrowing privileges would be forfeited per day an item is overdue. While not for everyone, it is a thought for solving the age-old problem of motivating patrons to return items on time. Follow these steps to set your suspension policy preferences:

1. Go to **Preferences** and click on **Policies**.
2. Select a **Patron Policy** to edit the suspension settings.
3. Click the **Overdue** tab on the Patron Policy side.
4. Enter a number in the **Days Suspended per Overdue Day** field. For each day the item is overdue, the patron's privileges will be suspended for this number of days entered here.
5. Fill in the **Maximum Days Suspended** field to give it a limit.
6. If you want Alexandria to count closed days as part of the suspension time, check the **Suspend on Closed Days** box.
7. To have the patron notified of the suspension by email, check the last box (if your [email](#) is configured).
8. Click **Save**.
9. Repeat for any other policies.