


Policy Preferences

Policies

- [Textbook Policies](#)
- [Patron Policies](#)
- [Policy Exceptions](#)

 Unknown macro: 'multiexcerpt-include-macro'

Using Policy Preferences

The Policies window is divided into two distinct sections that function independently of one another and allow you to create or customize the settings of a particular Patron or Item policy.

An operator can move through any of the subtabs located at the top of the window (Check Out, Overdue, and Other) at any time, no matter the current mode (i.e. Standard or Exceptions).

SYSTEM - A/TT

COMPanion DC Demo

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Exceptions

Patron Policy

Standard Patron

Check Out

Overdue

Other

Patron Policy Short Code: STD

Alert When Charges Exceed \$25.00

Maximum Loaned Items 5

Items Are Due On Any day

☐ Force

Use Calendar Standard

Only Count Open Days in Loan Period ☐

Apply Period Due Dates ☒

Statistics Group Standard Patron

Notes

Add Remove Duplicate Rename

Item Policy

Standard Item

Check Out

Overdue

Other

Item Policy Short Code: STD

Loan Fee \$0.00

Default Replacement / Purchase Cost \$20.00

Maximum Renewals for Item 1

Hard Due Date mm/dd/yyyy

Statistics Group Standard Item

Transaction Period 14 Days

Notes

Add Remove Duplicate Rename

 Unknown macro: 'multiexcerpt-include-macro'

Read [Policy Exceptions](#) for more information and step-by-step instructions.