# Setting a cap on overdue fines

Darla returned an overdue book, and Miss Honey saw that her fines had climbed to $30.00–more than it even costs to replace the book! She decided it was time to set up a maximum fine for overdue items.

Here's how to set a Patron Policy in Alexandria that puts a cap on overdue fines.
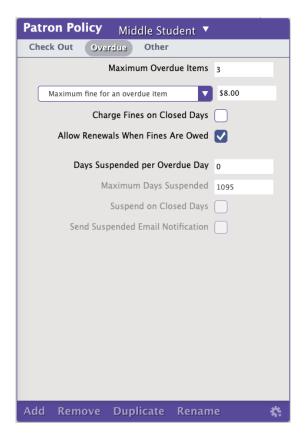


## Setting a Maximum Fine Patron Policy

1. Go to **Preferences > Policies**
2. Select the **Patron Policy** you want to edit
3. Go to the **Overdue** tab
4. Using the drop-down, select **Maximum Fine for an Overdue Item**
5. Enter the amount you want to set as the cap
6. Click Save

Repeat this process for any other Patron Policies you want to have a maximum fine set, and make sure the patron policy is assigned to any patrons you want this fine cap to apply to.

> ⓘ The maximum fine is per item, so if the patron has more than one overdue item, they can be charged up to the maximum fine for each item. If the item is marked as lost, the patron will be charged the replacement cost.

Questions on Patron Policies or fines? Reach out to support@goalexandria.com for further assistance.

**Patron Policy**  Middle Student ▼

Check Out   Overdue   Other

Maximum Overdue Items  3

Maximum fine for an overdue item  ▼   $8.00

Charge Fines on Closed Days  ☐

Allow Renewals When Fines Are Owed  ☑

Days Suspended per Overdue Day  0

Maximum Days Suspended  1095

Suspend on Closed Days  ☐

Send Suspended Email Notification  ☐

Add   Remove   Duplicate   Rename   ⚙

Q  A   Did you know we have a whole page of FAQs? Check it out for quick answers to your everyday questions in Alexandria.