

No More Fines!—Now What?

Tip for: 01.05.15

Are you planning to stop charging fines in your library? You may be wondering what kind of changes you need to make to Alexandria to get rid of those fines for good.

 Unknown macro: 'multiexcerpt-include-macro'

All you need to do is change a few preferences, then run a utility.

To change the **Circulation Preferences**:

1. In **Preferences**, under Management, go to the **Circulation** area.
2. Click on the **Circulation Rules** tab.
3. Look at the **Overdue** section.
4. Uncheck **Charge Overdue Fines on Lost Items**, **Charge Overdue Fines On Found Items**, and **Returned Lost Item Fee** (and set the **Amount** to 0.00).
5. **Save** the preference.

To change **Patron Policy Preferences**:

1. In **Preferences**, under Management, go to the **Policies** area.
2. In your Standard Patron policy, click on the **Overdue** tab.
3. Change the drop-down menu from **Fines limited by item cost** to **Maximum fine for an overdue item**.
4. Change the **Maximum fine for an overdue item** to **0.00**.
5. **Save** the preference.
6. Repeat for all your patron policies.

To change **Item Policy Preferences**:

1. In **Preferences**, under Management, go to the **Policies** area.
2. In your Standard Item policy, click on the **Overdue** tab.
3. Change the **Fine Rate** to **0.00**.
4. **Save** the preference.
5. Repeat for all your item policies.

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.

To run a **Circulation Update** utility:

1. From **Tools**, open **Utilities**.
2. Click on the **Circulation** category.
3. Select the **Update** utility.
4. **Run** the utility. (Archive first!)

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.