



Library Resource Management Systems, Inc.

Adding to a Patron Account Fines and Fees:

This document will help explain how to add Fines and fees to a Patron Account.

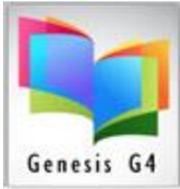
- Charging Fines or Fees is at the discretion of Library Policy, some libraries no longer charge late fines, but continue to charge for lost or damage library materials. Fees are assessed for services that the library provides to its patrons.
- Adding a fine or fee to a Patron account can begin with an Overdue book where a late fee is assessed by a predetermined late fee calculated by the number of late days. Materials can also become lost or if an item is returned badly damaged the cost or replacement cost of that item is charged to the patron account.
 - Fees for services provided (use of Copier, Faxing, or other services).
 - Late charges, replacement cost for lost or badly damaged items.

Circulation Screen having a patron with an Overdue book:

- This book is determined to be lost, here are the steps to create a charge for the value of this book.

The screenshot shows the 'Check Out' screen in the LRMMS Express Circulation software. The borrower is Aidan Nash / 06. A warning dialog box is open, stating: "Warning: Borrower has one or more overdue items! This message will not be repeated for this borrower." A callout box points to the 'Account' button, with the text: "Click the Account button to access and to add a charge." Another callout box points to the warning dialog, with the text: "The program warns when a patron is displayed in the Circulate screen has an Overdue item." Below the main interface, a table shows the account balance:

Date	Amount	Description
Balance	.00	



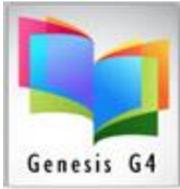
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- While the Patron is appearing in the Checkout screen, use the Account button to Add a Charge, make an Adjustment, Purge or Print a Statement.

The screenshot shows the 'Borrower Account' window for Aidan Nash. A yellow callout bubble explains that selecting 'Add Charge' or other options will build a list of charges that can be voided, refunded, or purged. An 'Add Fine/Fee' dialog box is open, with a yellow callout bubble indicating that the user should add an appropriate value to the 'Fine/Fee amount' field, which currently contains '16.95'. The 'Add Charge' button in the main window is highlighted with a yellow box.

- Add the Reason for this Charge:

The screenshot shows the 'Payment Reason Codes' dialog box. A yellow callout bubble highlights the 'Lost Book' radio button, which is selected. A larger yellow callout bubble explains that after adding a new charge, the program opens this dialog, and the user should select the appropriate reason for the new charge. The 'Continue' and 'Cancel' buttons are also visible.



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- **Lost Book Charge:**

Select Payment Code:

Select Item Details to Include in Payment Description

BarCode	Title	Due Date
216001847	The cats in Krasinski Square /	2/6/2023

Select

Cancel

Select the item that is the lost book, if there are multiples listed select by highlighting the item that is lost. Click Select

- **Next:**

Continue

Cancel

Select Continue

- **Result**

Borrower Account

1727

Acker, Aidan Nash / 06

Date	Description	Amount
02/22/2023	Lost Book #216001847 [Title]: The cats in Krasinski Square / [Due Date]: 2/6/2023	16.95

Fee has been Added

Balance = 16.95

Line Payment Add Charge Adjustment Print Statement Close

- **Now showing on the Borrower Account**

Account		
Date	Amount	Description
02/22/23	16.95	Lost Book #216001847 [Title]: The cats in Krasinski Square / [Due Date]:
Balance	16.95	



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- From within the Patrons circulation screen take in a payment.

Borrower Account

1727

Acker, Aidan Nash / 06

Date	Description	Amount
02/22/2023	Lost Book #216001847 [Title]: The cats in Krasinski Square / [Due Date]: 2/6/2023	16.95

Highlight and select Line Payment, pay all or make a partial payment.

Void Line Line Refund Balance = 16.95

Line Payment Add Charge Adjustment Print Statement Close

- Repeat the process for other Fines and Fees

Select Payment Code:

- Library Service Fee
- Copy Machine Fee
- Supplies
- Magazine Fee
- Lost Book
- Damaged or Destroyed Item Fee
- Moved/Withdrawn From Library
- Other

For other Fees select the appropriate Code to be applied.