

Fines management

In many libraries, readers who give back titles after the date of return must pay a fine. BiblioMaker helps you manage the calculation of fines and their payment.

This document describes the setting up and the use of the fines management.

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1. Settings

In the Options of the Loans file (command **Action>Options**), define the amount of fines and the reminder fee.

1.1 Reminder fee

At the **Reminder fee** page of the options, define the Reminder fee for the first, second and following reminders. This fee can be added to fines. An option lets you multiply this fee by the number of overdue loans. You can define a different fee for reminders by mail and by e-mail.

Reminder fee

Reminder fee for each title

Reminder fee by reader type

Level	Letter	E-mail
First reminder	1.00	0.00
Second reminder	2.00	0.00
Following reminders	3.00	0.00

1.2 Choosing the formula for calculating fines

At the **Fines** page of the options, define your policy regarding fines. You have the choice between three options :

- Fine by title and by day/week : this is the most frequent situation.
- Fine by title : the delay is not taken into account.
- Fine by day/week : the number of overdue loans is not taken into account.

You may combine these three options with three kinds of fines :

- Same amount for all types of titles : enter the amount in the FINE FEE field.
- Amount depending on the type of title : enter an amount in the table for each title type.
- Amount depending on the type of title and of reader : enter an amount in the table for each title type. Repeat the operation for each reader type (choose the reader type in the pop-up menu above the table).

Calculation method for fines

Tolerance **days**

Fine type

Fine fee

Fine fee by title type

Fine fee by title and reader type

Reader

Title type	Fine
Antiquarian book	0.00
Article	0.00
Book	0.00
CD	0.00
Serial	0.00

Three different cases may happen :

- The reader pays the whole fine : the cashed amount is the same as the due amount. Fill up the other fields, click on the **Print** button (if you have a tickets printer and want to print a receipt) and validate the dialog. Please note that if the reader has no change and gives you more money than what is due, you may enter this amount in the CASHED AMOUNT field and the system displays the amount you should give back. Nevertheless, the registered cashed amount will be the same as the due amount.
- The reader does not have enough money and is willing to pay a part of the fine : BiblioMaker does not manage partial payments ; if you register a cashed amount smaller than the due amount, the balance will be discounted (you won't be able to ask for the payment of this balance later). Please check the **Allow discounts** in the Options of the Payments file, otherwise BiblioMaker will refuse to register a partial payment. By clicking on the **Print** button, a receipt will be printed on the tickets printer.
- The reader is not able to pay immediately (for instance. because he is asking for a renewal by phone) : enter the value 0 in the CASHED AMOUNT field. Check the **Discount the remainder** box if you void the fine, otherwise the fine will be due.

If you decide to delay the payment of the fine, BiblioMaker will warn you the next time when calling the reader in the loans management window ; by clicking on the **Payment** button, you will be able to register the payment.

Enter a value in the PAYMENT METHOD field and if necessary in the REMARKS.

2.3 Payment on your bank account

If the reader pays with a bank transfer, your bank or the Post sends you a list of the payments it has cashed on your account and you register these payments in the system (command **New** or **Modify** in the Payments file)

2.4 Summary of the paid fines

The **Payments** file contains all registered and due payments for fines, member fees or for other reasons (damaged or lost titles for instance).

If you need a summary of all paid fines, use the **Find** function and search for the payments of type **Fine** ; if necessary, define the dates of the searched payments. You may print the search result as a **Simple** or **Detailed list**, each list giving you the total of paid amounts.

2.5 Deleting payments

You may delete Payments records with a balance equal to zero. Obviously, you should delete payments records only after having printed the **petty cash journal**.

If you delete Payments records with a positive balance, you won't be able to claim for the payment of the balance any more.