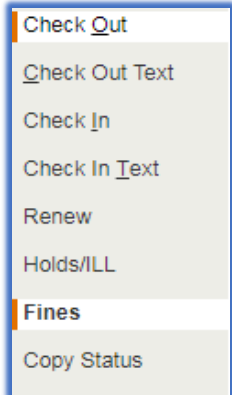


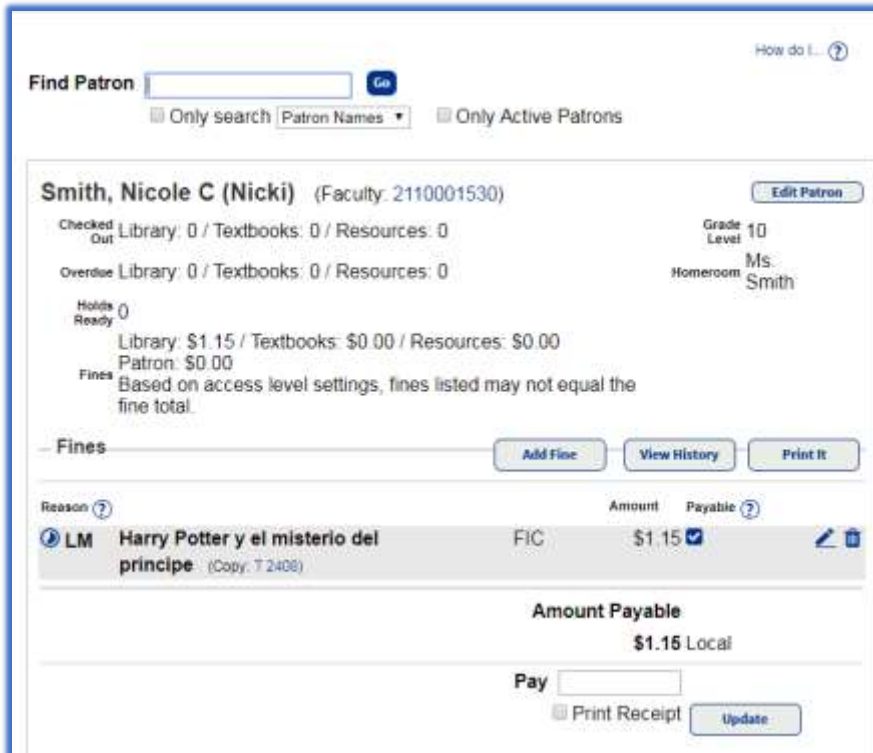
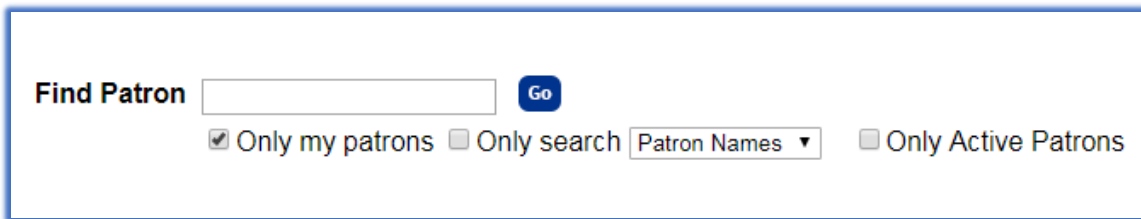
# Fines

Go the Circulation Tab



From the **Options** Menu select **Fines**

Search for the patron by scanning their barcode or keying in their last name



There are several options for fines. You can view fine history, add fines, edit fines, accept payments, add notes,

- To view a patron's Fine History

Fines Patron: \$0.00  
Based on access level settings, fines listed may not equal the fine total.

**Fines** [Add Fine](#) [View History](#) [Print It](#)

Reason ?		Amount	Payable ?	
LM	<b>Harry Potter y el misterio del príncipe</b> (Copy: T 2408)	FIC	\$1.15	<input checked="" type="checkbox"/>

You can view history on library materials, textbooks, resources

Fines > Fine History **Read**

[Library Materials](#) [Textbooks](#) [Resources](#) [Patron only](#)

**Smith, Nicole C (2110001530)** [Printable](#)

Reason ?		Assessed	Amount	Balance	
LM	<b>Harry Potter y el misterio del príncipe</b> (Copy: T 2408)	4/30/2018	\$1.15	\$1.15	<a href="#">Details</a>

- To a Add Fine

Based on access level settings, fines listed may not equal the fine total.

**Fines** [Add Fine](#) [View History](#) [Print It](#)

Reason ?		Amount	Payable ?	
LM	<b>Harry Potter y el misterio del príncipe</b> (Copy: T 2408)	FIC	\$1.15	<input checked="" type="checkbox"/>

**Amount Payable**

Select from the Reason drop down menu the desired option

In the Library Material copy type the resource you want to find, then click GO

**Reason**

**Library Material Copy**

**Amount**

**Waive**


**Pay**

**Fine Note**

From the Resource item screen select the desired material

Fill in the remaining appropriate fields

**Library Material Copy**

 **Harry Potter and the Chamber of Secrets** (Copy: 46130100)

**Purchase Price** \$8.00

**Amount**

**Waive**

**Pay**

**Fine Note**

Very overdue...Dumbledore not happy!