Manage lost items and fines

Assess fines for lost items

1. Call up the student’s circulation record and click the Lost button next to the appropriate book.
2. This message will appear:

   The copy will be marked as lost.
   Smith, James (Barcode: 913445) will be charged a fine of $5.00. If you do not want to assess a fine, set the fine amount to zero.

   ![Message]

   The amount listed is either the price of the book listed in the copy record or the “Max Fine” amount set in Library Policies. You can change the amount of the fine or enter 0 if you do not want to charge anything.
3. Click OK. That book is now listed as lost and there is a fine on the patron’s record.

Note: Fines will appear on any overdues report, unless you edit the report to not include fines. You can view details about any fine by going to Circulation tab > Fines and searching for the student’s name.

Assess fines for damaged items

1. Check in the damaged book.
2. Click the Create Fine button next to the returned item.
3. Assess the appropriate amount and enter a note indicating why you are assessing the fine.
Edit fines

Circulation > Fines > Search for a student by name or barcode number

1. Click the pencil icon next to an active fine.

2. You can waive the fine (eliminate it) or indicate that the patron has paid the fine. You can also set it up for a partial waiver.

3. Once the materials have been paid/waived, it is no longer listed on the patron’s record. The material is on the lost list (available through Reports)

When a lost book is returned

If the fine is still outstanding:

Check the book in. Destiny will change the status of the book to Available and erase the fine.

If the fine was already paid:

1. Check it in. Destiny will alert you that it was marked as lost and a fine was paid.
2. It will assign a credit to the patron’s account, which will appear bracketed and in red.
3. After you have refunded the money to the student, remove the credit by clicking the Update button on the student’s Fines record.