IUG 2015
MINNEAPOLIS

23ʳᵈ Annual Innovative Users Group Conference
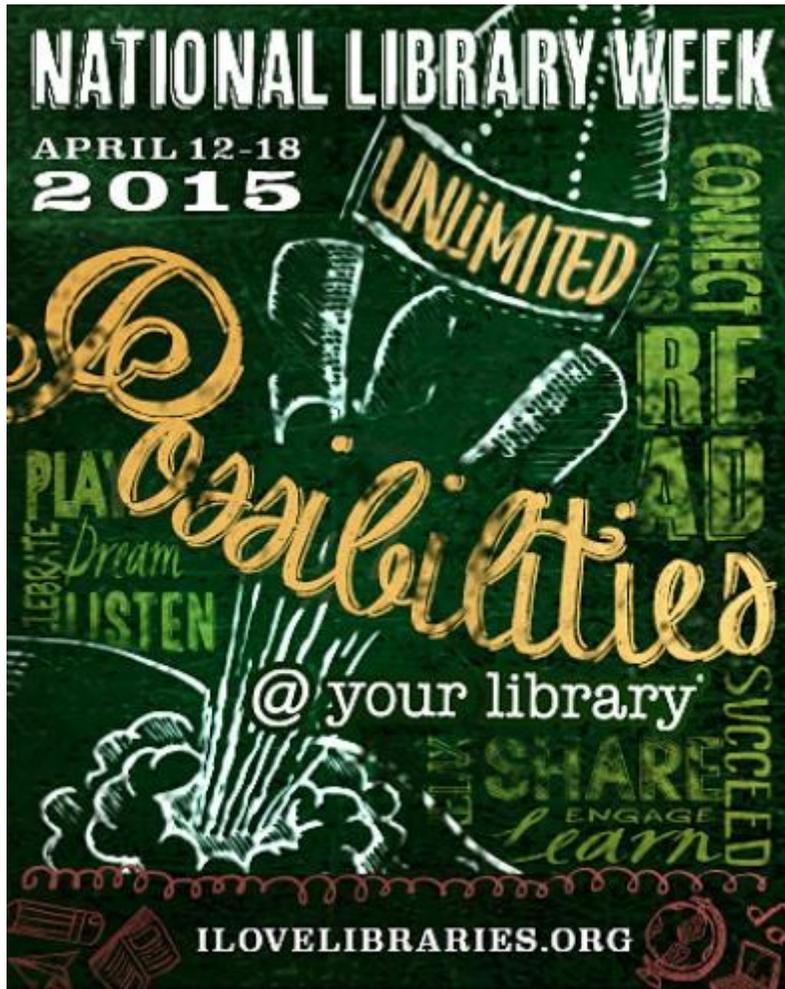April 13ᵗʰ – 16ᵗʰ 2015

Polaris
Amnesty in the Library
Techniques for non-monetary fine payments and amnesty support in your library

Content covered in this quick hit:

- Fine Free Week

- Donations Exchanged for Fines

Support the celebration of

National Library Week
April 12-18, 2015

or

other events in your library.

Fine Free or Fine Forgiveness Week

- **How are do you define fine forgiveness?**
  - Will you waiving existing charges for patrons?
    - No setting changes, but may require permission changes.

  - Will overdue items returned during this period will have no fines?
    - Change the "Free Days Bulk" and "Free Days Normal" to a large number such as 999.
    - The setting is found under System Administration --> Parameters --> Patron Services
    - *NOTE: You will want to make this change before staff login in order for the SA setting to apply.*
    - With this setting all overdue fines up to 999 days (or 2.73 years) will be automatically ignored.
    - At the end of the week, change the free day settings back to the normal setting.

Fine Free or Fine Forgiveness Week

- Considerations:
  - This will not affect any charges already on the patron's account for billed items. Those charges will have to be manually waived by staff if desired.

  - We also recommend not running bills during this time because all of the overdue amounts will be $0.00 due to the free day setting.

  - You may wish to uncheck the billing option in SA under Parameters --> Notification Tab --> Notification Options --> Overdue and Bill.

  - What do you want to do with lost items? You can change the checkbox for automatically processing returned lost items so staff can waive charges in the dialog box.

  - For fine calculation, the dates closed and days not fineable are always pulled from the governing library for fine calculation (found under Parameters → Patron Services → Consortium Circulation).

Donations Exchanged for Fines

- How do we accept donations or other non-monetary payments in exchange for fine payments?
  - Name one of the existing payment methods which is not in use to the indicate the new payment method. For example, "donation" or "Food for Fines"
  - In System Administration Explorer, open the Policy Tables folder, and select Payment Methods. This setting is available at System, Library and Branch levels.
    - Suggested methods to change include: Debit card, Smart card, Voucher
    - Do not change': Cash, Credit Card or Credit Card- Manual

Donations Exchanged for Fines

- Reporting:
  - *Remember that Polaris is a relational database, so we don't store the name of the payment method, we store the ID. If you rename the payment method, reports will have the current value.*

  - Reports showing payments by Payment Method:
    - Financial Transaction Summary by Fee Reason
    - Financial Transaction Summary by Payment Type

  - Reports showing waives:
    - Waived Fines

  - SimplyReports:
  - Patron Account

Financial Transaction Summary by Fee Reason From 4/15/2015 to 4/15/2015

Revenue Totals		Grand Total - Selected Branches	
Overdue Item	$11.98	Donation	$5.99
	$11.98	Smart card	$5.99
			$11.98

Questions?