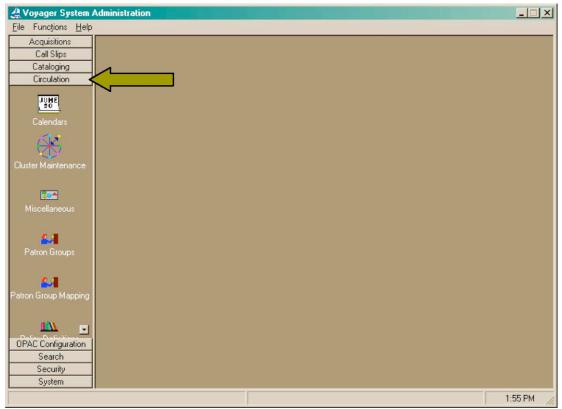
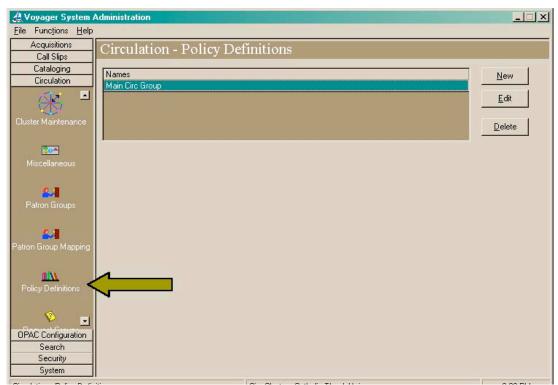
Voyager System Administration: Configuration for I-Share Fines/Fees Notices

On Friday, March 14, 2003, the ILCSO Board of Directors took action to re-affirm the policy, originally shaped in 1999, of waiving fines and fees of \$4.99 or less, incurred by patrons for items owned by other ILCSO libraries. See: http://www.carli.illinois.edu/mem-prod/I-Share/circ/finenotepolicy.html. The policy also recommends an accumulated minimum balance of \$5.00 before notices are sent. To accommodate the policy on minimum balance for notices, libraries should make adjustments in Voyager's System Administration for their UB-fineable patron groups ONLY. These include the patron groups UBReg and UBLong.

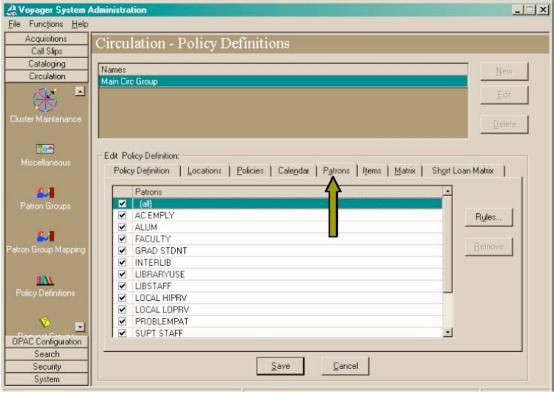
Take the following steps to configure the System Administration module in accordance with the policy:



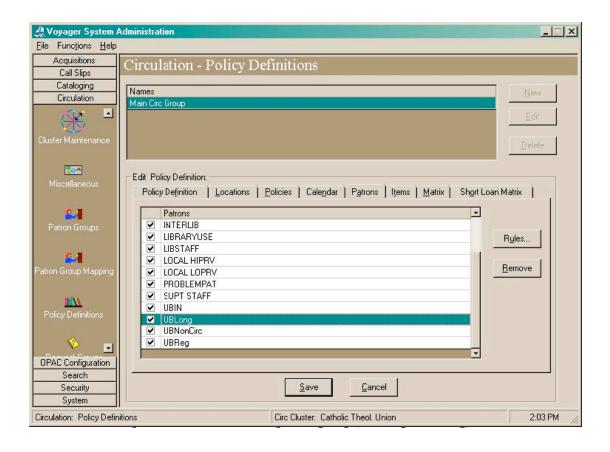
Step 1: Login to the System Administration module. Choose "Circulation" on the navibar.



Step 2: Click "Circ Policy Definitions".



Step 3: For the selected Policy Group, click the "Patron" tab.



Patron Rules				
Fines/Lost Item Fees Apply Max Outstanding Balance:	\$0.00 Min Balance For Notice: \$5.00			
Courtesy Notice Apply	Overdue Notice Apply			
Max Items Borrowed Apply	Max Overdue Recalled Items Apply			
Max Number Of Recalls Apply	Max Self-Shelf Returns Apply			
Max Claimed Returns Apply	Max Lost Items Apply			
Max Call Slip Requests Apply	Max Short Loan Apply			
Max Short Loan Titles Apply	Max Short Loan Per Day Apply			
Max Overdue Items Apply				
☐ Place Holds Using The OPAC ☐ Place Recalls Using The OPAC ☐ Place Short Loans Using The OPAC ☐ Place Call Slip Requests Using The OPAC				
Email Courtesy Notices				
<u>Q</u> K <u>C</u> ancel				

Step 5: In the "Min Balance For Notice" field, enter the value of \$5.00. Click OK.

Repeat Step 4 through 5 for the other UB-fineable patron group. Then repeat Steps 3 through 5 for each Circulation Policy Group (if applicable in your library's database).