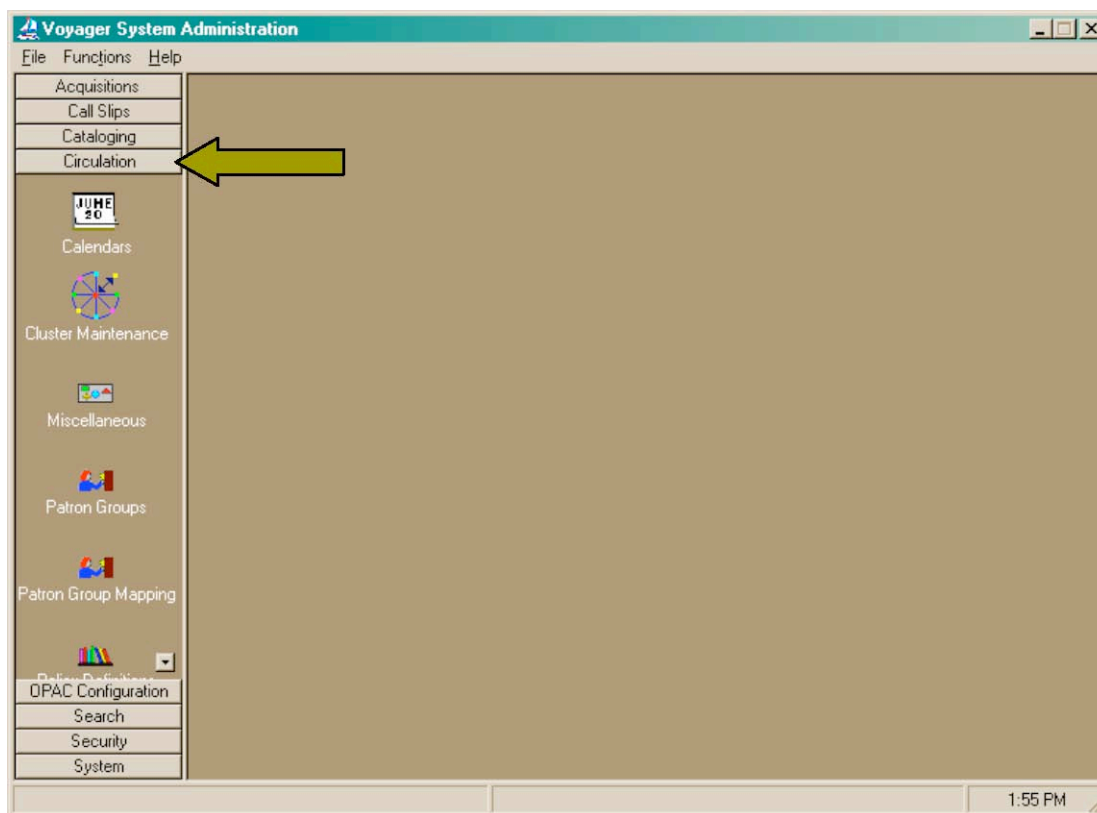


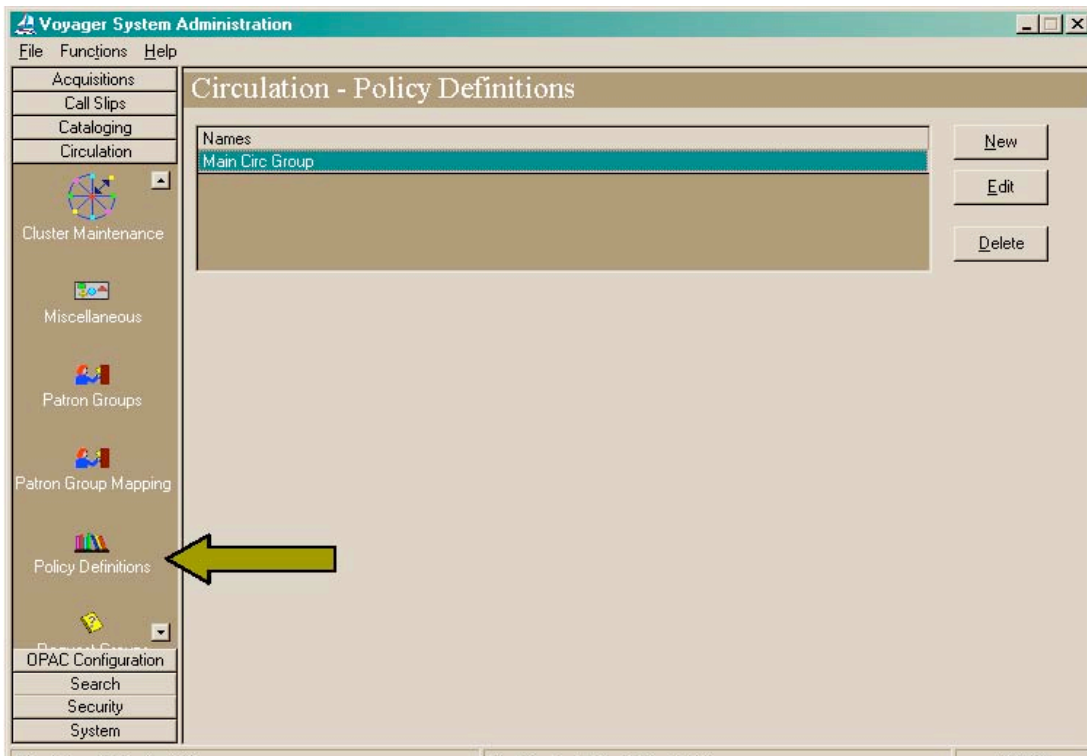
## Voyager System Administration: Configuration for I-Share Fines/Fees Notices

On Friday, March 14, 2003, the ILC SO 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 ILC SO 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.

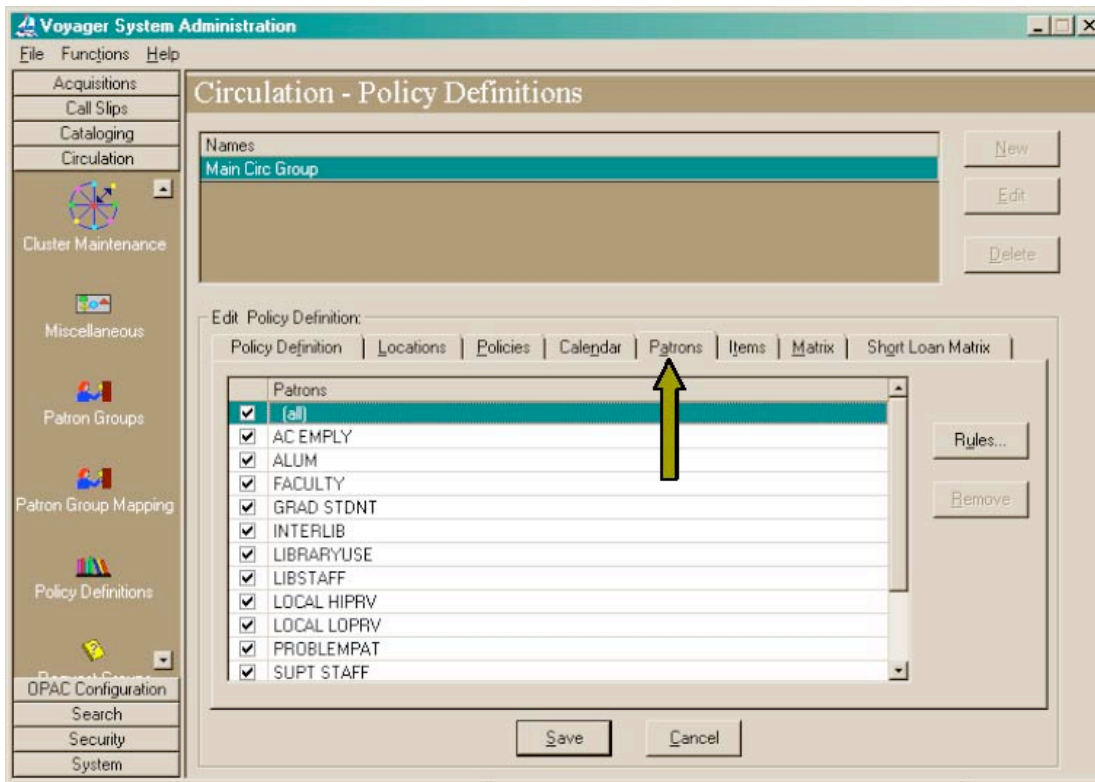
Take the following steps to configure the System Administration module in accordance with the policy:



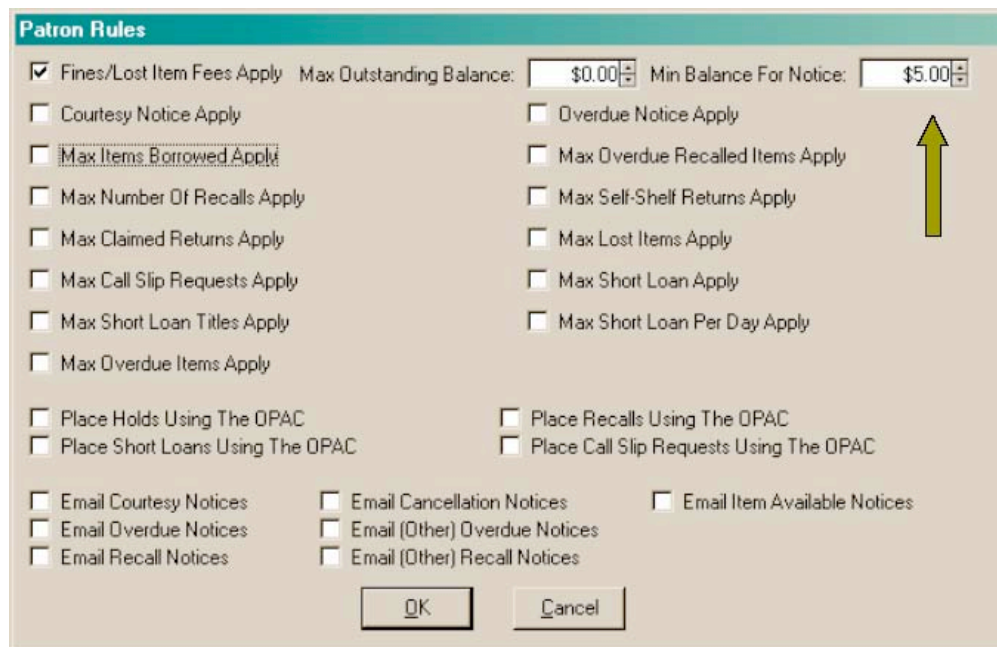
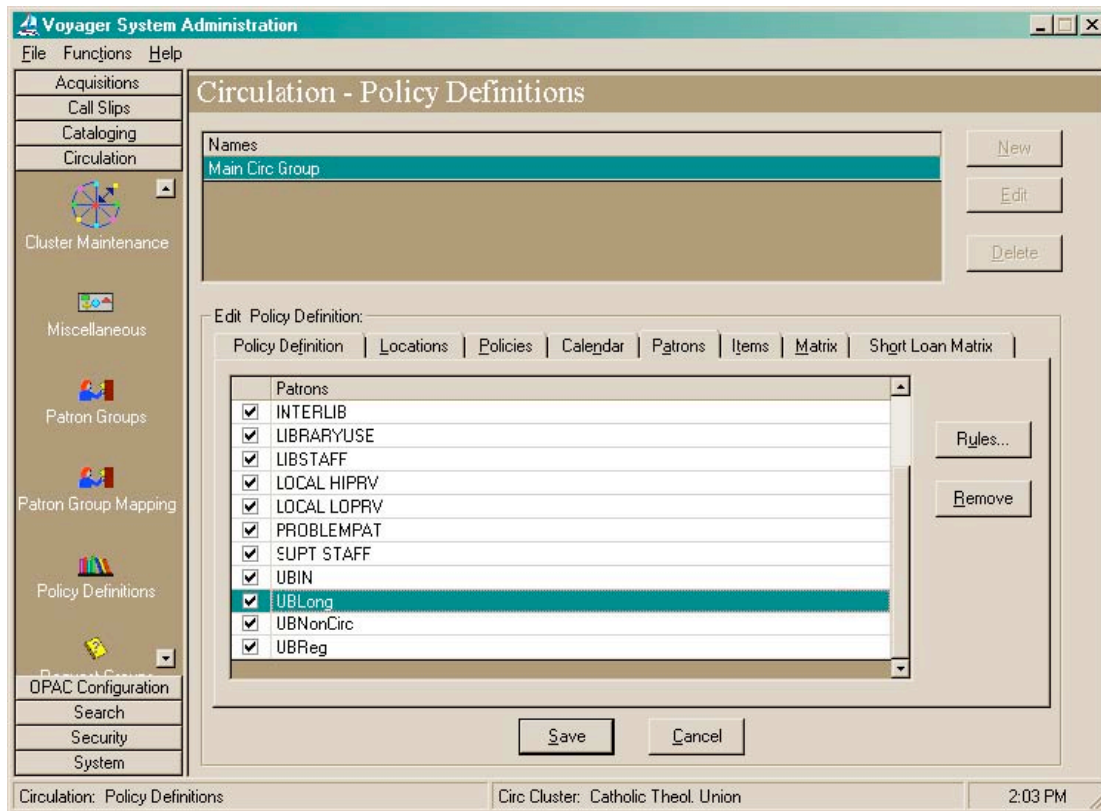
Step 1: Login to the System Administration module. Choose "Circulation" on the navibar.



Step 2: Click "Circ Policy Definitions".



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



**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).

