F 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10

AM 110 Delinquent; Lost/Damaged

Lost or damaged materials

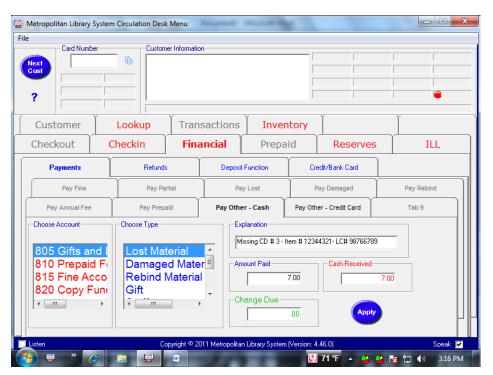
- cataloged book or magazine ILS automatically gives the amount
- uncataloged paperback \$3.00 per item
- audiovisual materials replacement cost if lost or damaged due to carelessness or neglect
- audiovisual materials, one part of a set \$7.00 per part if lost or damaged due to carelessness or neglect
- audiovisual materials, <u>liner notes or guide no charge</u>

Procedures on how to handle a missing part of an audiovisual set.

When a customer returns audiovisual materials with a missing part, do not code the item damaged. This will cause the customer to receive a bill for the whole cost of the item and not just the \$7.00. You may call the customer to let them know the item is missing a part of the set or use the Damaged/Missing parts form on the Intranet to mail to the customer, but do not leave the item on the library card. If a Lost/Paid is done on the item, when the \$7.00 is taken, this causes a refund check to be processed for the customer if you received a replacement part and when the item was cleared, it iswithin six months from the time it was paid for.

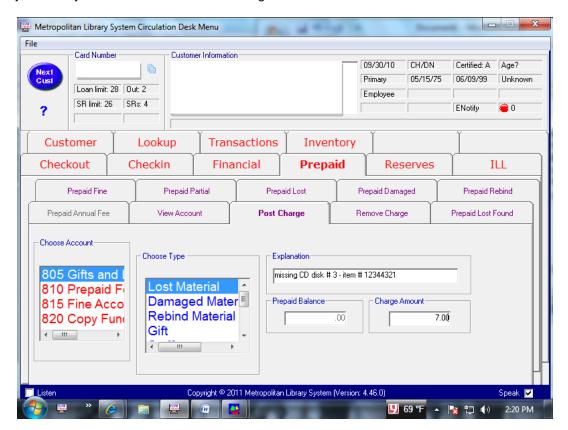
When a customer returns audiovisual materials with a missing part and wants to pay for it then.

- 1. Click on the Red "Financial" tab
- 2. Click on the blue "Payments" tab
- 3. Click on the black "Pay Other-Cash" or "Pay Other-Credit Card" sub tab.
- 4. Choose "805 Gifts and Lost Book Account" and the "Lost Materials"
- 5. An Explanation box will appear. In the "Explanation" box put in the disk # or state what part is missing, the item number of the material that the item is missing from, and the customer's library card number...
- 6. In the "Amount Paid" place the correct amount, \$7.00 per part (one missing part \$7.00, two missing parts \$14.00) and finish appropriately.
- 7. Clear the item off the customer's record by checking it in. Then temp loan it to the back room, or withdraw it, however your library handles materials with missing items.



When audiovisual materials come in with missing parts and customer is no longer in the library when staff notice the missing part.

- 1. Put in the customer's library card number
- 2. Click on the red "Prepaid" tab.
- 3. Click on the purple "Post Charge" tab.
- 4. Choose "805 Gifts and Lost Book Account" and the "Lost Materials"
- 5. An Explanation box will appear. In the "Explanation" box put in the disk #, or state what part is missing and the item number of the material that the item is missing from.
- 6. In the "Charge Amount" place the correct amount, \$7.00 per part (one missing part \$7.00, two missing parts \$14.00)
- 7. Hit Enter on your key board.
- 8. Clear the item off the customer's record by checking it in. Then temp loan it to the back room, or withdraw it, however your library handles materials with missing items.



Now that it has been posted to the customer's prepaid account any staff at any library can tell the customer what is missing by going into the customer's "View Account" located under the red "Prepaid" tab. The customer has 60 days from the time it is charged to their Prepaid account to pay for the missing part, or they will lose their library privileges.

Alert!!!

Refunds will not be issued automatically as with an L/P found. The customer will have to request the refund when they are returning the missing part. Library staff need to give the customer the refund if it is within the six months from the date they paid for the missing part. Then temp loan it to the back room, or withdraw it, however your library handles materials with missing items.

white book

Metropolitan Library System -- Bl BIXPRESSIXP Coins Needed Report Friday, August 2, 2013 07:30 am

Total in Tubes:

.00

Total Needed:

.00 (0 Dollar Coins Needed) .00 (0 Quarter Coins Needed)

.00 (0 Dime Coins Needed)

.00 (0 Nickel Coins Needed)

Metropolitan Library System -- Bl BIXPRESS1XP Daily Deposit Thursday, August 1, 2013

Total Deposit: 13.50 · ·

Entry time: August 2, 2013 07:30 am

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4.90

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REPORT OF FINES

(DILLE DOOK right Side)

' back to June of 20

Express Checkout Funds -- Weekly Record

FY2012 2013

Library			Unit 1	Unit 2	Unit 3	Unit 4			
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		Beginning Balance		**					
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^{**} Set Up Balance is \$25.00 x Number of units

Set Up Balance is \$201.35 x Number of units

January 2014

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Date	Time	Initials	Customer	Amount Due	Amount Paid	Change
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				ALL ITEM	S PLACED II	N BLUE BA	G & ORA	NGE MO	NEY BAG				RED BAG	(FRIDAY)	IN DRAWER
Name 1st Counter	Name 2nd Counter	Cash Summary	Deposit	Short Long +	Deposit & Drawer Calculator Tape	Copy Form #424 & Copy Receipt	EXP√out Coins Need Report	EXP√out Change fund Calculator tape	\$2 OFF Detailed Report	\$2 OFF L.I.C. Initials	Every thing Initialed	Card Apps in Bag	√out	√out	Copy form & receipt for TODAY
				REMEMB	ER TO BACI	K DATE TO	JULY 3RD	ON FRII	DAY JULY	5TH!!!					
				Name 1st Counter Name 2nd Cash Summary Deposit	Name 1st Counter Name 2nd Cash Summary Deposit Short Long +	Name 1st Counter	Name 1st Counter Cash Summary Deposit Short Long + Deposit & Drawer Calculator Tape Copy Form #424 & Copy Receipt	Name 1st Counter Counter Cash Summary Deposit Short Long + Deposit & Deposit & Deposit & Deposit & Copy Form #424 & Copy Receipt Counter Copy Form #424 & Copy Receipt EXPYout Coins Need Report	Name 1st Counter Counter Counter Cash Summary Deposit Short Long + Deposit & Copy Form #424 & Copy Receipt Coins Need Report Calculator Tape EXP/out Change fund Calculator tape	Name 1st Counter Counter Counter Counter Counter Copy Form #424 & Copy Receipt Coins Need Report Coins Need Report Coins Need Report Colculator Tape Copy Form #424 & Copy Receipt Coins Need Report Coins Need Report	Name 1st Name 2nd Cash Deposit Short Deposit & Copy Form #424 & Copy Form #424 & Copy Form Coins Need Report Calculator Detailed L.I.C.	Name 1st Counter Name 2nd Cash Summary Deposit Short Long + Deposit & Deposit & Deposit & Copy Form #424 & Copy Receipt Receipt Short Long + Copy Form #424 & Copy Receipt EXP/out Coins Need Report Report Report Short Long + Copy Form #424 & Copy Receipt Short Long + Copy Form #424 & Copy Rece	Name 1st Counter Name 2nd Cash Summary Deposit Short Long + Deposit & Deposit & Deposit & Copy Form #424 & Copy Receipt Receipt Copy Form #424 & Copy Receipt EXP/out Change fund Calculator Tape Report Report Report Short Long + Copy Form #424 & Copy Receipt Report Report Report Short Long + Copy Form #424 & Copy Receipt Report Report Report Short Long + Copy Form #424 & Copy Receipt Report Report Report Report Report Report Report Short Long + Card Apps in Receipt Report Rep	Name 1st Counter Name 2nd Cash Summary Deposit Short Long + Deposit &	Name 1st Counter Name 2nd Cash Summary Deposit Short Long + Deposit & Drawer Calculator Tape Receipt Copy Form #424 & Copy Receipt Receipt Short Long + Deposit & Copy Form #424 & Copy Receipt Report Report Report Short Long + Short Long + Deposit & Copy Form #424 & Copy Receipt Report Report Report Short Long + Short Long + Short Long + Short Long + Deposit & Copy Form #424 & Copy Receipt Receipt Short Long + Short Long + Short Long + Deposit & Copy Form #424 & Copy Receipt Report Short Long + Sh

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				(CLEARED = Payment Reduction; ERASED = No Payment Made)
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