

# Putting a book into Lost

## Steps:

- Pull up Patron's screen
- Locate missing book title under Items Out. At right of title are 2 choices: Renew and Lost
- Click Lost
- You will receive a message to charge the entire price of the book. Press OK. If you want to change the price charged for the replacement, type in a new amount. Press OK
- When you check out to patron again, you will get a message that this patron is blocked because they owe a fine. **Putting the book into lost removes the title from the patron's list of Items Out and puts a blue fine notice on the patron's screen.**
- The title will not appear on your overdue list.
- When you determine you will never receive the book or payment for the book, you can choose whether to delete or export titles.
- When the missing book is returned, you receive a message saying the "Copy had been marked as lost and the fine has been deleted."

## To Add a Fine

- Pull up Patron's screen
- Click on Patron's blue ID number from checkout screen
- You are given an option to Add a Fine. Click Add Fine
- You can choose one of the given reasons for the fine or Other and write your own reason. Scan in the copy barcode. Click Go. Then you may add a note if desired. Type in the amount of the fine. Make sure you Save when finished.
- The fine appears on the patron's screen under blue Fines.

## To Pay for Lost Book/Fines

- Pull up Patron's screen. Click on Fines.
- Type in amount paid by patron
- Click update
- The patron's fine is removed.
- You may always view the history of payments from this patron by clicking "Fine History."

\*\*\*This information can be found in our Destiny Participant Guide on pages 85-91. You can also go to HELP in Destiny and type in *Managing Fines* to view online help pages.

