

## 7.2 ENTERING DEBTS

If you charge library members for some library services, you can enter the debt manually or automatically when performing the procedure. The precondition is that the price list is defined prior to this except when charging services for interlibrary loan (see chapter 7.1).

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### 7.2.1 Entering debts manually

When you wish to enter debts for which automatic procedure is not provided, you must do it manually. Debts can be entered for library members only.

#### *Procedure*

1. In the **Member** class, find and select the member.
2. Select the **Object / Entering and settling debts** method.
3. The **Entering and settling debts** window will open.
4. Click the **Enter debts** button.
5. The **Debts entry – select service/debts** window will open.

All services and debts will be displayed on the list. In libraries with departments in which different price lists apply the price list of the department to which you are logged in as a user will be displayed. In the drop-down list in "Type of service/debt" you can limit the list to individual group (e.g. *FIN fine*).

6. Select the service/debt from the list and click the **OK** button.
7. The **Entered debts** window will open.

Data on the selected service or debt will be displayed from the price list in individual fields. If necessary, you can edit the data in "Price per unit", "Tax group", "Number of units" and "Discount rate". Discount rate must be entered as integer number, e.g. 50 for 50 per cent discount. The debts amount is calculated on the basis of this data. You can enter additional description under "Properties" and a note under "Note".

8. Confirm the amount of the entered debts by clicking the **OK** button.

Entered debts will be added to the list of debts, at the same time the amount of the entered debts will be added to the total amount of debts for the member.




Note:

*Members' debts for interlibrary loan services are recorded in interlibrary loan (see COBISS3/Interlibrary Loan User Manual, chapter 5.12).*

**What to do next**

Enter debt settlement (see chapter 7.3).

**Tip:**

You can access the **Entering and settling debts** window from the **Home library material** window by clicking the icon  next to the text Debts.

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## 7.2.2 Entering debts automatically

Debts related to some procedures (e.g. fine when returning the material) can be entered automatically.

Currently it is possible to enter automatically:

- membership fee or admission fee when entering a new member (Member / New object), when editing member's details (Member / Edit) and when accessing the window with records on material (Member / Home library material) of the member whose membership has expired
- fine when returning, renewing loan period or changing loan period expiry date for the material whose loan period has expired
- cost of notification when allocating reserved material to the member
- cost of overdue notices when creating overdue notices
- loan fee or tear and wear fee when material is put on loan or when renewing loan period
- cost of reservation of available material for the loan of reserved material for a member, if material has status *O – reserved available copy*
- cost of uncollected material when deleting an expired reservation, if material has status *W – waiting on the shelf (reservation)*
- cost of issuing a new membership card when registering a new member
- cost of returning the material to a department different from the one in which the material was borrowed

### 7.2.2.1 Membership or admission fee

**Precondition**

Automatic entry of the debt for membership or admission fee can be performed if the following conditions are fulfilled:

- parameter for controlling membership validity is set
- price for membership fee or admission fee (type of service/debts 01 – CLA membership fee/admission fee) is entered to the price list for a certain member category, where the value *automatically* is set

under "Calculation method"

- member is not exempt from membership fee (check box under *Exempt from membership fee* is not ticked)
- new member (membership expiry date has not been entered yet) or the membership expired (membership expiry date is older than the current date)
- parameter for exemption from membership fee for members younger than 18 is set (the member, however, is older than 18)

Debt for admission fee is automatically calculated and recorded when entering new member. Once you finish entering data in the **Member** editor and you confirm the entry to the database of the members by clicking the **OK** button, the **Membership fee/Admission fee** window will open. Debt amount for membership fee will be displayed from the price list depending on the member category. If your answer is yes and you click the **Yes** button, the following will be recorded automatically:

- debt for the member
- current date in "Date of entry/membership renewal" (tab Membership in the Member editor)
- new membership expiry date in "Membership expiry date" (tab Membership in the Member editor) which is calculated depending on the settings related to membership validity period

Debt for membership fee is calculated automatically and recorded during the first visit of the member whose membership expired. Membership validity can be verified when accessing the **Home library material** window and when saving the data in the **Member** editor. The procedure of automatic entering of debt for membership fee is the same as for admission fee.

Membership validity is defined in one of the following ways:

- as membership period set in restrictions on operations for a specific or all membership categories (see chapter 2.6)
- as a date set in restrictions on operations which applies to all members of those categories for which membership validity period is not specified in restrictions on operations



Note:

*Unless otherwise specified in restrictions on operations, the default membership validity period is 1 year.*



Tip:

Upon the library's request it is possible to define with a special parameter that, when calculating new membership expiry date, membership validity period is calculated from membership expiry date instead of the current date.

**What to do next**

Enter debts settlement (see chapter 7.3).

**7.2.2.1.1 Individual membership fee**

In addition to automatically entering a membership fee or admission fee which is related to a member category (see chapter 7.2.2.1), a library can also use the option of automatically entering an individual membership fee or admission fee. The method of entering a membership fee or admission fee is customized for individual members and is related only to membership validity period.

If you wish to enter the membership fee customized for individual members, the following must be defined:

- in the local code list *Type of membership fee – individual (CODE 318)*, enter types of membership fee for different time periods that will be provided by your library; to define the time period, use the number of days, months or years (e.g. 14d, 2m, 2y, etc.).



Example:

The local code list *Type of membership fee – individual (CODE 318)* can be defined according to the library's requirements, the codes, however, should not contain more than three-digits, and the value after # must contain the time period in the prescribed structure (e.g. 7d, 100d, 6m, 5y); for example:

7d – weekly membership fee#7d  
 14d – two-week membership fee#14d  
 1m – monthly membership fee #1m  
 6m – half-yearly membership fee#6m  
 21 – two-year membership fee#2y  
 251 – permanent membership#25y

etc.

or:

01 – weekly membership fee#7d  
 02 – two-week membership fee #14d  
 03 – monthly membership fee#1m  
 04 – half-yearly membership fee #6m  
 05 – two-year membership fee #2y  
 06 – permanent membership#25y

etc.

- in the price list, enter the price of the membership fee or admission fee (Type of service/debts 24 – *CLS membership fee – individual*) for a specific time period and select the value *automatically* under “Calculation method”
- under member details in the **Membership** tab under the “Membership validity” attribute, select the relevant value of the time period for the

individual membership fee on the basis of the local code list *Type of membership fee – individual (CODE 318)*. The “Membership expiry date” attribute will be calculated automatically when you register a new member or renew membership on the basis of the entered time period under the “Membership validity” attribute (see chapter 3.1.2.3 *Entering membership data*).

### 7.2.2.2 Fine

#### *Precondition*

It is possible to enter debts for overdue fine automatically, if the following conditions are fulfilled:

- price for the fine for which the value in "Calculation method" is set to *automatically* is entered in the price list for the type of material
- expiry date is older than the current date for the copy which is put on outside loan or reading room loan
- the member is not exempt from overdue fine (the check box in the privilege *Fine exempt* is not ticked)

The debt for the fine is calculated automatically and recorded when returning the material, renewing loan period or changing expiry date. If the conditions for automatic entry of debt for overdue fine are fulfilled, the **Fine** window will open when using one of these methods. One or more copies you selected during the procedure and whose loan period expired can be found in the window. Accession number, type of material, number of days of delay and debt amount for the fine is displayed for each copy.

Debt amount for the fine is calculated by multiplying a daily fine by the number of days of delay starting from the expiry date. All copies are already selected in the **Fine** window by default. If you do not wish to charge the fine for a certain copy, you can deselect it. Confirm the selection by clicking the **OK** button. If you do not select any copy or if you close the window by clicking the **Cancel** button, the debt for the fine will be deleted, although the desired procedure with the material will be performed. If a library has the local code list *Reasons for deletion/writing off debts (CODE 317)*, select the reason for writing off the debt when performing the procedure (see chapter 7.5).



Note:

*When calculating the daily fine, if the price list changed within the delay period, the price from the archived price list will be taken into account; and, from the date when the price list was changed, the price from the current price list will be taken into account.*

*If in a library with departments the price list validity changed so that a price list with a defined date applies only for an individual department, and which applied for the entire library before that, the fine will not be calculated for the period for which the archived price list does not exist for this department.*

**Tip:**

Fine status on the current date for the copies whose loan period expired can be checked if you click the **Current fine** button in the **Entering and settling debts** window.

**Tip:**

At library's request it is possible to set a special parameter which, when calculating the number of days of delay, takes into account only working days according to the calendar of the library or of the department.

**Tip:**

If the library allows returning of material without charging the fine because the material is returned within a specific period after loan period expired, this period must be defined in time parameters table (see chapter 2.1). If the material is returned within this period, the fine will not be charged, but the first day after this period expires, the fine will be charged for all days of delay.

At library's request it is possible to set a special parameter that does not take into account grace period when calculating the number of days of delay.

**Tip:**

If the library does not charge daily fines, upon request it is possible to set a special parameter that does not take into account the number of days of delay when calculating debt for fine, but the amount from the price list.

**Tip:**

In case of daily fine, the amount of unsettled fine can quickly grow, thus it is less likely that the member will settle his/her debt. Therefore, upon the library's request, it is possible to set up a special parameter which restricts the number of days when the amount of unsettled overdue fine increases.

Upon the library's request, it is possible to set up a special parameter to limit the number of days for which the fine can be charged until the date of receipt of the 3<sup>rd</sup> overdue notice.

**What to do next**

Enter debt settlement (see chapter 7.3).

### 7.2.2.3 Notification about available reserved material

**Precondition**

Automatic entry of the debt for notification about allocating reserved material to the member is possible if the following conditions are fulfilled:

- the price for notification about available reserved material is

entered to the price list and the value *automatically* is entered under "Calculation method"

- the member is *not* subscribed to notifications about available reserved material

Debt for notification about available reserved material is automatically entered:

- when returning the reserved material if the material is allocated to the member who reserved it (status *W*)
- when you prepare available material that the member reserved for collection (see chapter 4.13.1.1)

If the conditions for entering debt for notification are fulfilled, the **Cost of notification about availability of reserved material** window will open. Details of the member to whom the reserved material is allocated after returning and the amount of debt will be displayed. If your answer is yes and click the **Yes** button, the debt will be entered automatically. If your answer is no and you click the **No** button, the cost of notification about availability of reserved material will be written off. If the library has the local code list *Reasons for deletion/writing off debts (CODE 317)*, select the reason for writing off debt (see chapter 7.5).

#### *What to do next*

Enter debt settlement (see chapter 7.3).

### 7.2.2.4 Costs of overdue notices

#### *Precondition*

Debts for costs of overdue notices are entered automatically when preparing overdue notices (see chapter 8.1), if the following conditions are fulfilled:

- the member received overdue notice for the material for which the loan period expired
- the price for the costs of overdue notices is entered to the price list, and under "Calculation method", the value *automatically* is entered

Costs of overdue notices can be specified in several ways:

- from the price list on the basis of the amount which represents the costs of the overdue notice (e.g. costs for the 1st overdue notice) regardless of for how many copies the member received this overdue notice
- from the price list on the basis of the amount calculated for each copy for which the member received an overdue notice; the price can vary depending on the type of material
- so that the cost of the new overdue notice overwrites the cost of the previous overdue notice (e.g. the cost of the 3<sup>rd</sup> overdue notice overwrites the cost of the 2<sup>nd</sup> overdue notice)



Note:

*Upon the library's request, calculation method for overdue notices can be set up by a special parameter.*

### 7.2.2.5 Loan fee or wear and tear fee

A library can charge a loan fee or a tear and wear fee to its members.

#### **Precondition**

Debts can be entered automatically if the following conditions are fulfilled:

- in the price list, a price for the loan fee is entered for different types of material, for which the value *automatically* is entered under "Calculation method"; prices are entered for those types of material for which loan fee is charged
- member is not exempt from paying the loan fee (check box under "No loan fee" is not ticked)

Debts for loan fee are entered automatically when material is put on outside loan or when loan period is renewed (if the loan period expiry date is greater than before it was renewed).

After clicking the **Lend** or **Renew** button, a question whether you wish to enter the debt, data on the selected material and the price for the loan fee will be displayed in a new window. If the answer is yes, the loan fee amount will be added to the amount of entered debts for the member. If the answer is no, the material will be put on loan for the member but the loan fee will not be recorded. If the library has the local code list *Reasons for deletion/writing off debts (CODE 317)*, select the reason for writing off the debt (see chapter 7.5).



Note:

*Debts for the loan fee are **not** entered automatically:*

- if the loan period expiry date is changed manually*
- if a member renews the loan period through the My library service*
- if a member is exempt from paying the loan fee (the "No loan fee" check box is ticked)*

### 7.2.2.6 Cost of reservation of available material

A library can charge costs of reservation of available material to its members.

A debt can be automatically entered when reserved material is put on loan to a member if the material was not prepared for collection by using the **Unavailable material / Prepare reserved material for collection** method (in which case the material will get the status *W – waiting on the shelf (reserved)*).

#### **Precondition**

The following conditions must be fulfilled:

- in the price list, the price for the cost of reservation of available



material (item *NAR*) is entered, and the value *automatically* is selected under “Calculation method”

- reserved material has the loan status *O* – *reserved available copy*

After you click the **Lend** button, a new window will appear with a question whether you wish to enter the debt, data on the selected material and the price of the cost of reservation of available material. If your answer is yes, the amount will be added to the amount of entered debts for the member. If your answer is no, the debt will not be entered. If the library has the local code list *Reasons for deletion/writing off debts (CODE 317)*, select the reason for writing off this debt (see chapter 7.5).

### 7.2.2.7 Cost of uncollected reserved material

A library can charge a cost of uncollected reserved material to its members.

Entering debts automatically can be performed when deleting an expired reservation for the member if the material was ready for collection (status *W* in loan procedures).

#### **Precondition**

The following conditions must be fulfilled:

- In the price list, the cost of uncollected reserved material (item *ZNR*) is entered and the value *automatically* is selected under “Calculation method”
- reserved material is waiting for the member and has the status *W* – *waiting on the shelf (reserved)* in loan procedures
- date of reservation validity has expired

You can delete an expired reservation individually in the **Home library material** window or you can batch delete expired reservations (see chapter 4.13.4). When deleting an individual reservation in the **Home library material** window, a question whether you wish to enter the debt, data on the selected material and the cost of uncollected reserved material will be displayed in a new window. If your answer is yes, the amount will be added to the amount of entered debts for the member. If your answer is no, the debt will not be entered. If the library has the local code list *Reasons for deletion/writing off debts (CODE 317)*, select the reason for writing off this debt (see chapter 7.5).

### 7.2.2.8 Cost of issuing a new membership card

When registering a new member, a library can charge the cost of issuing a new membership card to its members.

#### **Precondition**

The following conditions must be fulfilled:

- the cost of issuing a new membership card for a specific member

category is entered in the price list (item *NIZ*) and the value *automatically* is selected under “Calculation method”

Entering a debt automatically can be performed when registering a new member when you save the data on the new member by clicking the **OK** button. When you do this, a question whether you wish to enter the debt, the data on the selected material and the cost of issuing a new membership card will be displayed. If your answer is yes, the amount will be added to the amount of entered debts for the member. If your answer is no, the debt will not be entered. If the library has the local code list *Reasons for deletion/writing off debts (CODE 317)*, select the reason for writing off this debt (see chapter 7.5).

### 7.2.2.9 Cost of returning material to another department

A library can charge the cost of returning material to another library department.

#### ***Precondition***

The following conditions must be fulfilled:

- the cost of returning the material to another department is entered in the price list (item *VRA*) and the value *automatically* is selected under “Calculation method”

A debt can be entered automatically when returning material to another library department. In this case, a question will appear in a new window, whether you wish to enter a debt, data on the selected material and a price for the cost of returning material to another department. If you answer positively the amount will be added to the amount of entered debts for the member. If you answer negatively, the debt will not be entered. If a library has the local code list *Reasons for deletion/writing off debts (CODE 317)*, select a reason for writing off this debt (see chapter 7.5).