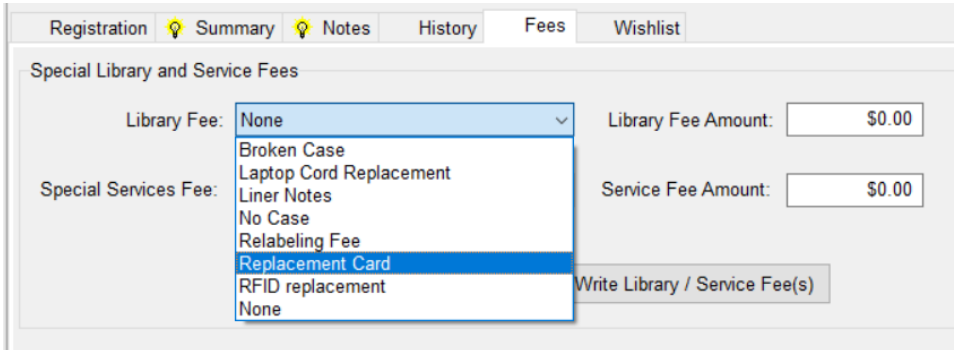


Replacement Card Fee

There is a \$3.00 charge for a lost/damaged OWLSnet card. Libraries may decide to provide a first replacement card for free. If a card needs replacement because of defect, normal wear, or the patron wishes to replace an older card with an InfoSoup card, there is no charge.

To add a replacement card fee onto an account, staff must do so in CARL-X.

1. After a replacement card has been provided, navigate to the Fees tab of the patron account.
2. Under the Library Fee drop-down, select Replacement Card.



Registration Summary Notes History Fees Wishlist

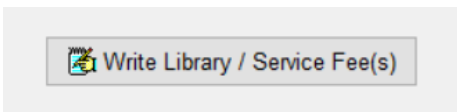
Special Library and Service Fees

Library Fee: **None** Library Fee Amount: \$0.00

Special Services Fee: **Replacement Card** Service Fee Amount: \$0.00

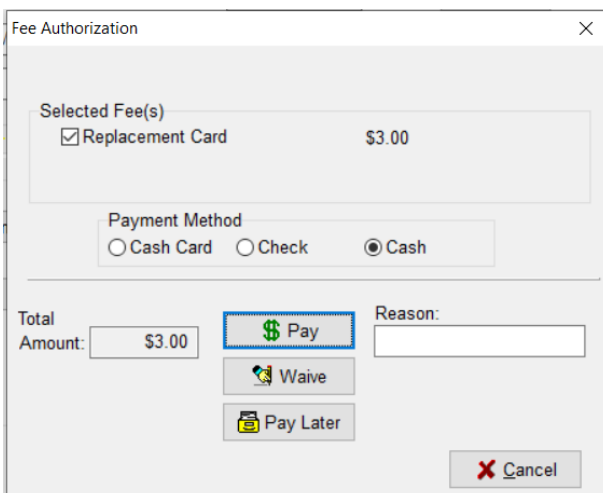
Write Library / Service Fee(s)

3. There should now be a \$3.00 fee in the Library Fee Amount field. Click on “Write Library/Service Fee(s)” button to write the fee to the account.



4. A window will come up allowing for the patron to pay on the spot or later. If paying later, click on “Pay Later.” If paying now, click on the Payment Method* and “\$ Pay.”

*CARL-X does not take credit card payments. Patrons can only pay cash or check if the library allows checks.



Fee Authorization

Selected Fee(s)

Replacement Card \$3.00

Payment Method

Cash Card Check Cash

Total Amount: \$3.00

Reason:

Replacement Card Fee

5. If “Pay Later” is selected, staff will then see in the patron’s Summary tab under Fines, the replacement card fee listed.

Registration		Summary		Notes		History		Fees		Wishlist	
<input type="radio"/> All (4)		<input type="radio"/> Charges (1)		<input checked="" type="radio"/> Fines (3)		<input type="radio"/> Requests (0)		<input type="radio"/> Overdues (0)		<input type="radio"/> Lost (0)	
<input type="radio"/> Overdues (0)		<input type="radio"/> Lost (0)		<input type="radio"/> Claimed (0)							
Title	Call Number	Item Number	Status	Assessed Date	Fines Total	Fines Paid	Notes	ID			
Manual Fine		#1750001224264	Manual Fine	10/22/2021 9:42:59 AM	\$3.00	\$0.00	Replacement Card	mk0			
Manual Fine		#1750001223067	Manual Fine	8/2/2021 4:39:38 PM	\$0.20	\$0.00	Printing	mk0			
Manual Fine		#1750001224263	Manual Fine	10/22/2021 9:40:05 AM	\$3.00	\$0.00	Replacement Card	mk0			