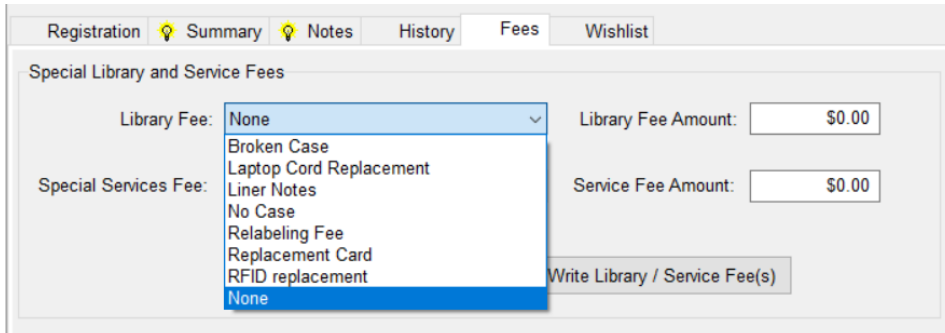


Adding a Standard Fee

Staff can add a Standard Fee to a patron account for things such as: a replacement card fee, relabeling fee, broken case fee, etc. These fees are for when staff want to add a common charge but not sure how much to charge.

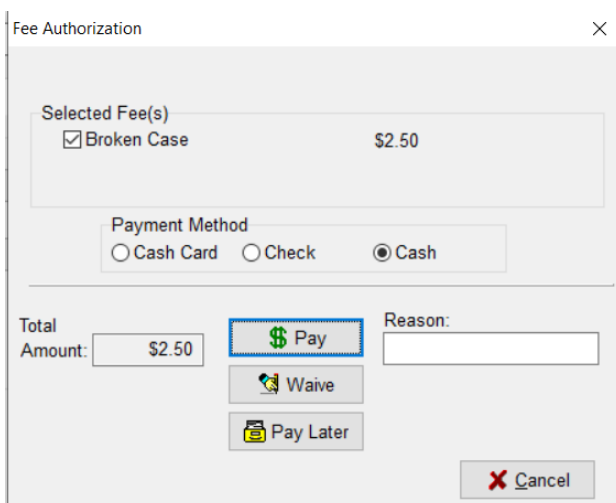
Standard Fees can only be added through CARL-X.

1. Open the patron account by scanning the barcode or searching for the name/birthdate.
2. Click on the Fees tab.



3. Under “Special Library and Service Fees” there is a drop-down for “Library Fee.” Choose the fee from the drop-down that’s needed. If the fee amount isn’t what you would charge, you can change that fee in the Library Fee Amount box.
4. Click on the “Write Library/Service Fee(s)” button.
5. In the Fee Authorization window, staff can choose to “\$ Pay” now or write the fine to “Pay Later.” If paying now, click on the “\$ Pay” button. CARL-X does NOT take credit card payments. Checks are accepted depending on your library policies. Verify the amount is correct and click “\$ Pay.”

If “Pay Later” is selected, the fee will be written to the account.



6. Close out of the account when done.