Alma Administration – Fulfillment  
Configuring Fines & Fees

Hello, fines and fees are charges applied to a patron's record for things such as overdue and lost items. Fines and Fees policies are determined by the library's Terms of Use, in combination with Policies and Rules.

In this session you will learn where Fines and Fees are used in Alma, and how to update them if needed.

To view the current charges that can be applied to a patron’s account you’ll go to Configuration > Fulfillment > Terms of Use and Policies. Here you can see a list of all of the current Terms of Use. Each Terms of Use will have policies related to the fines and fees.

To learn more about how Policies, Terms of Use, and Rules work together please watch the corresponding session in this training kit.

In order to configure the parameters for a fine or fee for various activities you’ll go to User Management > Fines/Fees Behavior. This opens the Mapping Table, where you can configure each type of fine or fee that are used in the policies within the Terms of Use, including:

* The type of Fine or Fee. Please note, the name and label can only be changed by Ex Libris.
* Whether it is waivable.
* If it can be created manually added to a user or if it is automatically generated by the system, such as through a rule, job, or process.
* The Refundable field on this page has no effect, please see the Lost Item Replacement Fee Refund Ratio as part of the Loan Policy to configure this.
* And whether the fine or fee is owned by the library or institution. Meaning that if the value is Library then you must by at a circulation desk to manually add the fine or fee to a user.

To edit any line click the row action tool and select Customize. Click Save when you’re done making changes.

You now know where Fines and Fees are used in Alma and how to update them. Thanks for watching!