COMMUNITY PATRONS – UNPAID FINES AFTER 90 DAYS

In Voyager look up the patron
Click on feather icon to add a Note
Click on New
Choose Pop-up from drop-down list
Add in note field:

PATRON'S LIBRARY PRIVILEGES ARE SUSPENDED AS PER DEAN LATOUR ON
today's date. UNPAID BALANCE OF $?.?? IN FINES.   Initials

Save

Click on dollar sign Icon (fines/fees)
Post
Selected or Total, whichever is applicable
Payment
Enter the amount
In Arrears
Add note in Description box: Fines are unpaid, date, initials
OK

On paperwork, wirte Marked "In Arrears" and the date.
File in "Community Patrons in Arrears" folder in left-hand lateral file.