ADMINISTRATION
Circulation & Fine Rules

1. Click 'More' > 'Administration' on the top bar

Circulation   Patrons   Search   🛒 Cart   OPAC .   **More ▼**

koha

Enter patron card number or

Check out   Check in   Search the

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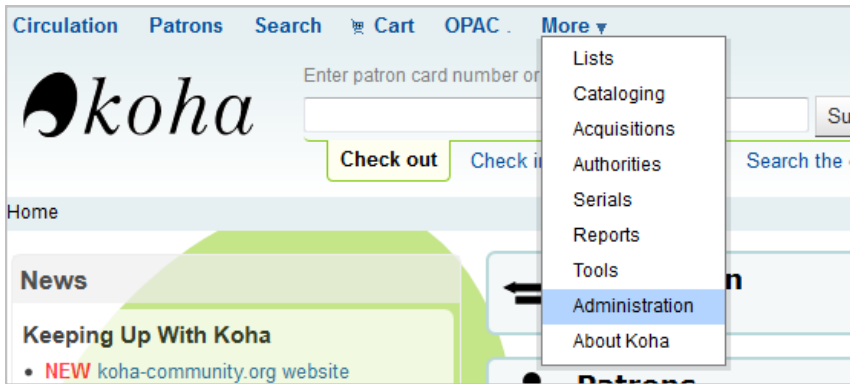
2. Click 'Circulation & Fine Rules' on the left under 'Patrons and Circulation'

Koha administration

Global system preferences

Manage global system preferences like MARC flavor, date format, administrator email, and templates.

[   ] [Search]

Basic parameters

Libraries and groups
   Define libraries and groups.
Item types
   Define item types used for circulation rules.
Authorized values
   Define categories and authorized values for them.

Hint:
Configure these parameters in the order they appear.

Patrons and circulation

Patron categories
   Define patron categories.
Circulation and fines rules
   Define circulation and fines rules for combinations of libraries, patron categories, and item types
Patron attribute types
   Define extended attributes (identifiers and statistical

3. Select your library from the dropdown

- default (all libraries), same patron type, same item type
- default (all libraries), same patron type, all item types
- default (all libraries), all patron types, same item type
- default (all libraries), all patron types, all item types

To modify a rule, create a new one with the same patron type and item

Select a library : [All libraries   ▼]

Patron category	Item type

4. Set up rules

Defining circulation and fine rules for "Bronson Public Library"

The rules are applied from most specific to less specific, using the first found in this order:

- same library, same patron type, same item type
- same library, same patron type, all item types
- same library, all patron types, same item type
- same library, all patron types, all item types
- default (all libraries), same patron type, same item type
- default (all libraries), same patron type, all item types
- default (all libraries), all patron types, same item type
- default (all libraries), all patron types, all item types

To modify a rule, create a new one with the same patron type and item type.

Select a library : [Bronson Public Library ▼]   Clone these rules to: [Altamont Public Library ▼] [Clone]

Patron category	Item type	Current checkouts allowed	Loan period	Unit	Hard due date	Fine amount	Fine charging interval	Fine grace period (day)	Overdue Fines Cap ($)	Suspension in days (day)	Renewals allowed (count)	Holds allowed (count)	Rental discount (%)	
ILL	14 days, 1 renewal	Unlimited	21	days	None defined	0.00	0	0			1	25		Delete
ILL	7 days, 1 renewal	Unlimited	7	days	None defined	0.00	0	0		0	1	25	0.000000	Delete
ILL	Audio Media: Shorter Term	Unlimited	7	days	None defined	0.00	0	0		0	1	25	0.000000	Delete
ILL	*All*	Unlimited	21	days	None defined	0.00	0	0		0	1	25	0.000000	Delete
Staff	7 days, 1 renewal	2	7	days	None defined	0.00	0	0			1	25		Delete
Staff	Visual Media	2	7	days	None defined	0.00	0	0		0	1	25	0.000000	Delete
All	7 days, 1 renewal	2	7	days	None defined	1.00	1	2		0	1	25	0.000000	Delete
All	Audio Media: Shorter Term	Unlimited	7	days	None defined	0.00	0	0		0	1	25	0.000000	Delete
All	Doesn't Circulate	0	0	days	None defined	0.00	0	0		0	0	0	0.000000	Delete
All	Magazine	Unlimited	7	days	None defined	0.00	0	0		0	1	25	0.000000	Delete
All	Visual Media	Unlimited	7	days	None defined	0.00	0	0		0	1	25	0.000000	Delete
All	*All*	Unlimited	14	days	None defined	0.00	0	0		0	1	25	0.000000	Delete
[All ▼]	[All ▼]	[ ]	[ ]	[Days ▼]	[Before ▼] [ ] (MM/DD/YYYY)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	Add

Every Item type you use should have an "All" Patron type rule.

Special provisions can be made with a Patron/Itype rule (i.e. Staff don't get fines on books)