

Food for Fines 2023

INSTRUCTIONS FOR PROCESSING DONATIONS FOR FOOD FOR FINES

Updated 2/1/2023

Food for Fines – Front Desk Instructions

1. Ask for patron's ID. Pull up their account and look for any kind of billing note. ***If the patron has any one of these notes THEY CANNOT PARTICIPATE IN FOOD FOR FINES.***

^ Notes

New

<u>Date</u> ▼	Title and details	Type
1/27/2022	Title: Evans Details: Lost Item Processing (1/27/2022) Edit	General note

^ Notes

New

<u>Date</u> ▼	Title and details	Type
1/18/2022	Title: Patron note (migrated Evans) Details: To Be Billed (1/19/2022) RBarnes Edit	User note

^ Notes

New

<u>Date</u> ▼	Title and details	Type
1/26/2022	Title: Patron note (migrated Evans) Details: Ask Us Bill '21A (1/26/2022) NLentz Edit	User note

2. Click the drop-down menu for the FEES/FINES portion of their account. Open their “Open Fees/Fines”

✓ Patron blocks	
✓ Extended information	
✓ Contact information	
✓ Proxy/sponsor	0
✓ Fees/fines	0
✓ Loans	100
✓ Requests	0
✓ User permissions	2
✓ Service points	2
✓ Notes	1

^ Fees/fines

Create fee/fine

- 2 open fees/fines (Total: 2.00)
- 11 closed fees/fines
- [View all fees/fines](#)

- 0 suspended claim returned fees/fines (Total: 0.00)
- 0 refunded fees/fines (Total: 0.00)

3. Listed will be the patron's open fees/fines. Click the blue EXPORT button in the upper right-hand corner of the screen:

Users Check in Check out Circulation log Courses Inventory Requests **Users** Ask Us Desk (Evans)

Fees/fines - Hedrick, Stephanie S (Fast)
Total outstanding balance: 13.00 | Total suspended balance: 0.00

12 Select columns Open Closed All

Open fees/fines for Hedrick, Stephanie S (Fast)
Outstanding balance for page: 13.00 | Suspended balance for page: 0.00 New fee/fine Pay Waive Refund Transfer **Export**

<input type="checkbox"/>	Date created	Date updated	Fee/fine type	Billed	Remaining	Payment status	Fee/fine owner	Instance (Material type)	Barcode	Call number	Due date	Returned date	
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	Discovery of witches. Season 2 / Bad Wolf ; Sky Studios ; NBCUniversal Internati	A14851280868	PN1992.77.D573 D572 2021	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	Discovery of witches. [Series 1] / produced by Radford Neville, Dominic Barlow ;	A14851190133	PN1992.77.D573 D57 2019	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	Spanish princess / a Starz Original production, in association with New Pictures	A14851187469	PN1997.2 S6713 2019	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	In the Heights / Warner Bros. Pictures presents ; a 5000 Broadway and Barrio Grr	A14851189481	PN1995.9.M86 I54 2021b	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	Quiet place. Part II / written and directed by John Krasinski ; produced by Mich	A14851187139	PN1995.9.H6 Q542 2021	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	His dark materials. The complete first season.	A14851184987	PN1992.77.H5485 H57 2020	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	Ford v Ferrari / Twentieth Century Fox presents ; in association with TSG Entert	A14851186669	PN1997.2 .F6643 2020	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	2.00	2.00	Outstanding	AskUs Services	Yellowstone. Season 3 / Paramount Network presents in association with 101 Studi	A14851186644	PN1992.77.Y45 Y453 2020	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	Yellowstone. Season 3 / Paramount Network presents in association with 101 Studi	A14851186644	PN1992.77.Y45 Y453 2020	-	-	...
<input type="checkbox"/>	1/7/2022	-	Overdue (migrated-do not use)	1.00	1.00	Outstanding	AskUs Services	News of the world / Universal Pictures presents ; a Playtone/Pretty Pictures pro	A14851185463	PN1997.2 .N514 2021b	-	-	...

4. FOLIO will prompt a download and once it has finished, click to open the file in excel.

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Fees/fines - Hedrick, Stephanie S (Fast)
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12 Select columns Open Closed All

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								News of the world / Universal					...

Export in progress X

export-fees-fines-s....csv Show all X

5. Once opened in excel, go to File > Print > and change the Orientation from **PORTRAIT** to **LANDSCAPE**. Click 'Print.'

The screenshot shows the Microsoft Word Print dialog box. On the left, the 'Settings' section is expanded, and 'Landscape Orientation' is selected in the orientation dropdown menu, highlighted by a red arrow. Other settings include 'Print Active Sheets', 'Print One Sided', 'Collated', 'Letter' paper size, 'Normal Margins', and 'No Scaling'. The main area of the dialog displays a table of data.

Patron nam	Patron bar	Patron gro	Action date	Action des	Action amc	Action bala	Action tran	Action cre	Action sou	Action add	Action add	Fee/fine ty
Hedrick, St	601642659	fast	6/15/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	8/3/2021	, Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	8/12/2021	Overdue (n	2	2		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	8/3/2021	, Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	8/12/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	8/3/2021	, Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	11/30/202	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	8/12/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	8/24/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	9/17/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	9/17/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	601642659	fast	10/14/202	Overdue (n	1	1		AskUs Services				Overdue (n

6. Once printed out, begin processing their donations. Check for the expiration date on the item and please **DO NOT** accept the following:
- a. Expired food
 - b. Repackaged food
 - c. Glass containers
 - d. Pet food

Patrons are allowed to remove up to \$100.00 of fines from their account.

The monetary amount for food to money off a patron's account is as follows:

10 oz or more = \$2.00

Can of meat (spam, tuna, Vienna Sausages, etc.) = \$2.00

Small cans less than 10 oz NON-MEAT = \$1.00

Ramen noodles 1 package = \$1.00

Here are some examples of what can be accepted. When in doubt, just accept items as they come, and we'll sort it out later:

Examples of non-perishable food:

Peanut butter - \$2.00

Canned meat - \$2.00

Canned vegetables (10.5oz or more) - \$2.00

Canned fruit (10.5oz or more) - \$2.00

Canned soups (10.5oz or more) - \$2.00

Cereal - \$2.00

Instant Mashed potatoes - \$2.00

Any kind of pasta - \$2.00

Pasta sauce - \$2.00

Meal in a box (hamburger helper/mac & cheese type things) - \$2.00

Boxed drinks and juices (at least a 4 pack) - \$2.00

Box or bag of Rice/beans/grains - \$2.00

Box of Pop tarts, Granola bars, Power bars, Cereal bars - \$2.00

7. On the printout of the patron's fees/fines please list the following information:
- Their UIN (found on the patron's account under "Extended Information")
 - The type and amount of each item
 - Example: 4 green beans, 6 ramen
 - The date
 - Your initials

Example:

Patron nan	Patron bar	Patron groi	Action date	Action desr	Action amc	Action bala	Action tran	Action crez	Action soui	Action add	Action add	Fee/fine ty
Hedrick, St	60164265	fast	6/15/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	8/3/2021,	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	8/12/2021	Overdue (n	2	2		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	8/3/2021,	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	8/12/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	8/3/2021,	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	11/30/202	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	8/12/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	8/24/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	9/17/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	9/17/2021	Overdue (n	1	1		AskUs Services				Overdue (n
Hedrick, St	60164265	fast	10/14/202	Overdue (n	1	1		AskUs Services				Overdue (n

616003525

2 Cans Green beans
6 Cans Carrots

10 Ramen = \$5.00

1/27/2022
AMC

8. A note needs to be created on the patron's account. Go to their users' page and scroll to the bottom. The last section will be the "Note" section. Click the blue "New" to add a new note.

✕
Hedrick, Stephanie S
Actions
🔗 0

Last name	First name	Middle name	Preferred first name
Hedrick	Stephanie	S	-
Patron group	Status	Expiration date	Barcode
fast	Active	1/11/2023	6016426594393585

▾ Patron blocks

▾ Extended information

▾ Contact information

▾ Proxy/sponsor 1

▾ Fees/fines 12

▾ Loans 60

▾ Requests 0

▾ User permissions 2

▾ Service points 2

▾ Notes New

Date ▾	Title and details	Type
1/19/2022	Title: Claimed returned item marked missing Details: Claimed returned item marked missing Edit	General note
1/19/2022	Title: Claimed returned item marked declared lost Details: Claimed returned item marked declared lost Edit	General note
1/6/2022	Title: Patron note (migrated Evans) Details: Ask Us Media Reserves Fine (6/16/2021) (8/4/2021) (8/13/2021) (8/25/2021) (9/18/2021)(10/15/2021) (12/1/2021) Edit	User note

9. The note needs to be created with the following format:
- Note type needs to be "General Note"
 - An appropriate title ("Food for Fines" "Patron Note" "F4F" any of these work)
 - Things to be included in "Details" note field:
 - Number of items donated
 - the date and
 - your initials

PLEASE, DO NOT CHECK THE "DISPLAY NOTE AS POP-UP" OPTION

New note

Collapse all

^ **General information**

Note type

General note

Note title*

Patron Note

Details

Normal B I U    

Patron donated 10 items for food for fines 2/1/2023 AM

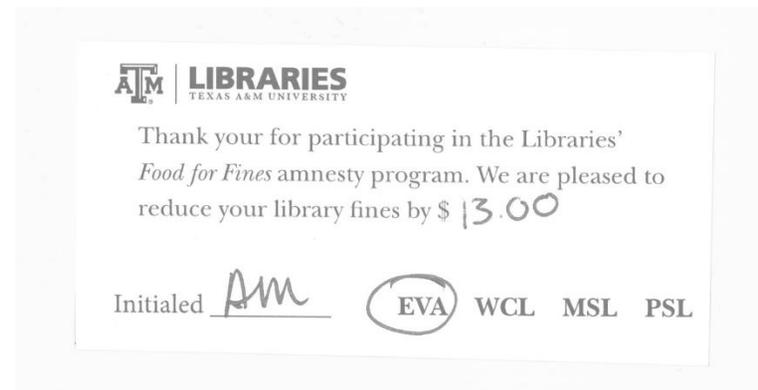
Display note as a pop-up

Check out app

Users app

∨ **Assigned**

10. After saving and closing the note, fill out their donation receipt. You'll need to note the library in which the donation was received, the dollar amount off the patron's fines and your initials. Example:



11. Place the donations on the cart that's behind the desk with the sign "FOOD FOR FINES" and place the printout in the wooden tray that's on top of the cart.

Note: For closing procedures at Evans and Annex, you do not have to roll the food cart back into the Evans office area or behind the desk at Annex. Please, just leave the cart up front.