

Critical Connections class  
January 10 and 26, 2011  
Topic: Accounting procedures

### ***District Internal Auditor required procedures for all Adams12 Libraries***

The following procedures will be standardized in ALL Adams12 school libraries. Teacher-Librarians will be trained and can instruct their clerk, or ask Kim to instruct their clerk on these procedures. It is the responsibility of the Teacher-Librarian to make certain these procedures are followed.

**History:** The Internal Auditor, Gina Holub, conducts random audits on various district departments to determine if policies are fair and consistent. She has already and will continue to audit our district libraries.

Gina met with the Library Advisory Board in October 2010 to explain her mission, then asked Kim to convene a panel of TLs and clerks to advise her on their procedures. The panel met in November 2010, Gina created the policy from their input. All TLs will receive the policy and instructions at today's meeting.

#### **Standard Procedures:**

1. All OVERDUES will automatically roll into LOST after 30 days. Please set this for your school in Destiny under Library Policies, Circulation Types, then Edit icon, then Overdue to Lost in 30 days.

\*when a book is moved to LOST, Destiny will not notify you that the user has a FINE. Books moved to LOST will no longer show up in your ILL request queue. You can run a report to show what Patrons at other sites have your materials.

Under Reports, Patron tab, Current Checkouts report. Click for Unpaid Library Fines. Click for Also Include Patrons of other sites that have My Materials.

\*when a book is moved to LOST, you can no longer see the date checked out. I can, so you can ask me if this comes up, or you can figure out checkout date yourself.

Notes:

2. No schools will charge daily fees for OVERDUES. If your school has had this policy, it must change by Friday, January 14th.

3. To do: Go into your Back Office and change the fines for either the Circ Types or the Patron types to \$0.00 per day.

Then in Library Policies, Edit the Patron Type – Check the box for block checkouts to...

Notes:

3. When receiving payment for an item:

you will enter the payment into Destiny on the student's record that day.

you will print a Destiny receipt to give to the student when the payment is entered.

you will also take all money (cash or checks) to the bookkeeper that day.

you will also run the Fine History report for that day and keep a copy in your records.

Notes:

4. Refunds will be entered into Destiny on the day the refund is given  
You will run the Fine History report for that day and keep a copy in your records.

Notes:

5. Run the Destiny Fine History report monthly to reconcile your accounting and keep copies.

**Today:**

Someone guide each of you through below reports today. Instructions on running these reports can also be found on the Library Services wiki on the Destiny page:

<http://adams12libraryservices.wikispaces.com/Destiny+How-To>

Mark an item as Lost, Add a Bill (for Lost or Damaged), and Pay the Bill.

Create a receipt

Refund a payment made

Run the Destiny **Fine History Report** monthly

Forgive a fee for a Lost item with no payment made