

# Guilford County Schools Library Media Services Department



## Deleting Fines in Destiny

### Student Library Fines Policies

SLMCs should follow [GCS Library Services expectations and timelines](#) for communication regarding outstanding fines.

***Fines for lost or damaged materials should be removed from students' accounts when they leave a school.***

- By the end of the first academic quarter, SLMCs must delete lost and overdue materials and fines for students who have transferred or matriculated to a new grade level.

### Removing Fines for Individual Students

Go to  
Circulation > Patron  
Status.

Uncheck "only my  
patrons" if searching  
for students no longer  
at your school.

A screenshot of the "Patron Status" menu in the Destiny library system. The menu is open, showing options like "Catalog", "Circulation", "Check Out", "Check In", "Renew", "Holds/ILL", "Fines", "Copy Status", and "Patron Status". The "Patron Status" option is highlighted. To the right, there is a "Find Patron" search bar with a "Go" button and checkboxes for "Only my patrons", "Only search Patron Names", and "Only Active Patrons".

Search for the student  
using the Patron  
Barcode or last name.

In the patron's record,  
click Edit Fines.

A screenshot of the "Fines" section in a patron's record. It shows a table with columns for "Reason", "Amount", and "Payable". The first row shows a fine for "You wouldn't want to be a Mayan soothsayer! : fortunes you'd rather not tell (Copy: T 5330)" with an amount of "\$5.00". There are "Edit Fines" and "View History" buttons at the top right.

Click the trash can  
icon to delete the fine.

Click Yes to confirm.

A screenshot of the "Confirm Fine Deletion" dialog box. It shows the "Amount" as "\$5.00" and the "Payable" status as "Yes" (indicated by a blue checkmark). There are "Edit" and "Delete" icons on the right. At the bottom, there are "Yes" and "No" buttons.

## Removing Fines for Multiple Students

Go to  
Admin > Update  
Patrons > Excuse  
Fines.

The screenshot shows the 'Update Patrons' interface. On the left is a sidebar with a menu: Catalog, Circulation, Reports, Admin (selected), Manage Patrons, and Update Patrons. The main area is titled 'Excuse/Delete...'. It has a sub-header 'My site's outstanding' with three checkboxes: 'Library Fines' (checked), 'Patron Fines' (checked), and 'Refunds' (unchecked). Below these is a field 'With a value from' followed by a text input box, then 'to' followed by another text input box. At the top right of the main area, there are links: 'Update', 'Delete', 'Merge Duplicates', 'Move Fields', and 'Excuse Fines' (highlighted in orange). A small 'How do I...?' link is also present.

Check Library Fines  
and Patron Fines.

Choose “Any patron  
...” from the drop  
down menu.

You can also limit by  
Grad Year or Grade.

Click Delete.

This is a detailed view of the 'Excuse/Delete...' form. It includes the same 'My site's outstanding' section with 'Library Fines' and 'Patron Fines' checked. The 'With a value from' and 'to' fields are empty text boxes. The 'Associated with' section has a dropdown menu currently showing 'Any patron with fines/refunds at Library Media Services'. Below this is a checkbox labeled 'With' followed by a 'Grad Year' dropdown menu and an empty text box. At the bottom right, there is a warning: 'This process cannot be reversed.' and a blue 'Delete' button.

## Help and Questions

Please contact the Library Media Services Department for assistance with Destiny.

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