

Adding Replacement Fees to the Patron's Account while Deleting Lost Items

If you are trying to delete an item that is currently checked out and you would like to preserve the replacement fines on the patron's account, do not check the item in using the Circulation module. Utilize this method.

(Note: A recent upgrade provided this new method to handle deleting items that are still checked out on a patron's account where the status is Long Overdue/ Lost and the patron has been charged. This method allows the information to appear on the patron's account after the item is deleted.)

This is the item and the patron that was used for this example you can see that the item is Long Overdue (Lost), the patron has been charged, and the item will not delete because it is checked out.

Oculus Quest virtual reality headset

Material type: Object
Description: 1 Oculus headset with adjustable straps; 2 controllers; USB cable + charger, eyeglass spacer
Content type: three-dimensional form Media type: unmediated Carrier type: object
Other title: Oculus | VR Headset | Quest
Subject(s): Virtual reality -- Equipment and supplies | Mixed reality -- Equipment and supplies
Genre/Form: Library of Things.
Online resources: [Click here to access online](#)
OPAC view: [Open in new window](#).
Lists that include this title: [Library of Things bib records](#)
MARC preview: [Show](#)
MARC framework: Default

Holdings (3) Descriptions (3) Acquisition details Images (0)

▼ Activate filters | ▼ Select all | ✕ Clear all

Showing 1 to 3 of 3 entries Search: ✕ Clear filter

Columns Export Configure

	Item type	Current library	Home library	Collection	Call number	Status	Last seen	Checkouts	Date accessioned	Date last borrowed	Barcode	
<input type="checkbox"/>	Connectivity Kit	Lompoc Library	Lompoc Library	Library of Things	OCULUS LMOC04	Available	01/10/2024 00:00	10	05/23/2023	01/06/2024	32209004339973	Edit View
<input type="checkbox"/>	Connectivity Kit	Lompoc Library	Lompoc Library	Library of Things	OCULUS LMOC02	Checked out to <i>Isaiah Meza</i> (22209001691535) : due 02/05/2024	01/29/2024 17:02	32	03/17/2022	01/29/2024	32209004310636	Edit View
<input type="checkbox"/>	Connectivity Kit	Lompoc Library	Lompoc Library	Library of Things	OCULUS LMOC01	Checked out to <i>Nathaniel E Herrera</i> (22209001700153) : due 05/18/2022 Long Overdue (Lost)	05/11/2022 00:00	3	03/17/2022	05/11/2022	32209004310628	Edit View

Showing 1 to 3 of 3 entries

Nathaniel E Herrera (22209001700153)
2025 Sweeney Rd
Bridge House
LOMPOC CA, CA 93436
805-868-6506
herreranathaniel2004@gmail.com
Born: 04/21/2004 (19 years)
Previous barcode: 22113008197092
ID: 8648 CID
Category: WELCOME (WELCOME)
Home library: Lompoc Library
Borrowernumber: 162780
Updated on 01/10/2024 16:45

Check out
Batch check out
Details

Accounting

Routing lists
Modification log

Edit Add guarantee Change password Duplicate Print Search to hold Add message More

Make a payment

Transactions Make a payment Create manual invoice Create manual credit

Select all Clear all

Showing 1 to 1 of 1 entries

Search: Clear filter														Columns Export Configure
	Actions	Account type	Description	Date	Barcode	Call number	Due date	Checkin date	Checkout date	Checked out from	Home library	Payment note	Amount	Amount outstanding
<input checked="" type="checkbox"/>	<button>Pay</button> <button>Write off</button>	Lost item	Oculus Quest virtual reality headset 32209004310628 OCULUS LMOC01 (Oculus Quest virtual reality headset)	06/18/2022	32209004310628	OCULUS LMOC01	05/18/2022		05/11/2022	Lompoc Library	Lompoc Library	+ Add note	400.00	400.00
Total due:													400.00	

Showing 1 to 1 of 1 entries

Pay amount Pay selected Write off all Write off selected Cancel

Details of job #20919

Job ID: 20919
Status: Finished
Progress: 0 / 0
Type: Batch item record deletion
Queued: 01/31/2024 14:10
Started: 01/31/2024 14:10
Ended: 01/31/2024 14:10

Report

No items deleted.

Detailed messages

Return to the job list

Instructions:

1. First you will start a Batch item modification by clicking on the Cataloging tab on the home screen of Koha and then selecting "Batch item modification" on the next screen.

The image shows the Koha library management system interface. The top navigation bar includes links for 'Search catalog', 'Enter search keywords', 'All libraries', 'Check out', 'Check in', 'Renew', 'Search patrons', and 'Search catalog'. The main content area is divided into two sections. The left section contains a sidebar with links for 'News', 'Training', 'Cataloging', 'Circulation', 'Patrons', 'Fines', 'OPAC', 'Staff Client', 'Creating Koha Reports', 'Serials', 'Acquisitions', and 'Purchase Suggestions'. The right section contains a grid of buttons for 'Circulation', 'Point of sale', 'Cataloging' (highlighted in yellow), 'Serials', 'Acquisitions', 'Reports', 'Tools', 'Koha administration', and 'About Koha'. Below this grid, there is a status bar showing 'Patrons requesting modifications: 5' and a welcome message 'Welcome to KOHA Black Gold!'. The bottom section of the image shows the 'Cataloging' module, which is divided into three columns: 'Import' (with buttons for 'Stage records for import' and 'Manage staged records'), 'Batch editing' (with buttons for 'Batch item modification' (highlighted in yellow), 'Batch item deletion', 'Batch record modification', 'Batch record deletion', 'MARC modification templates', and 'Automation'), and 'Tools' (with buttons for 'Label creator', 'Barcode image generator', 'Quick spine label creator', and 'Upload local cover image'). The 'Administration' section at the bottom right includes 'Preferences' and 'Configuration'.

2. Enter the barcode of the item you would like to delete but is currently checked out and click on "Continue"

Batch item modification

Use a file

Barcode file: ☒

Item number file: ☐

File: No file chosen

Or scan items one by one

Barcode list
(one barcode
per line):

32209004310628

Use default values

Use default values:

☐ Populate fields with default values from default framework

Continue

Cancel

3. You will now see the information of the item at the top and fields you can edit underneath. Scroll down until you see the "Options" section. By selecting "Yes" in the "Check in items" drop down you will then remove the item from the patron's checkouts, but the fines will remain as well as the Long Overdue (Lost) status for the item. Then click "Save"

Batch item modification

Select all | X Clear all | Clear on loan

Show/hide columns: ☒ Show all columns ☐ Hide all columns ☒ Lost status ☒ Source of classification or shelving scheme ☒ Collection code ☒ Home library ☒ Current library ☒ Date acquired ☒ Total Checkouts ☒ Full call number ☒ Barcode ☒ Checked out ☒ Date last seen ☒ Date last checked out ☒ Cost, replacement price ☒ Price effective from ☒ Koha item type

Showing 1 to 1 of 1 entries

Search: X Clear filter

Export

	Title	Holds	Lost status	Source of classification or shelving scheme	Collection code	Home library	Current library	Date acquired	Total Checkouts	Full call number	Barcode	Checked out	Date last seen	Date last checked out	Cost, replacement price	Price effective from	Koha item type
<input checked="" type="checkbox"/>	Oculus Quest virtual reality headset	0	Long Overdue (Lost)	Dewey Decimal Classification	Library of Things	Lompoc Library	Lompoc Library	03/17/2022	3	OCULUS LMOC01	32289004310628	05/18/2022	05/11/2022	05/11/2022	400.00	04/23/2022	Connectivity Kit

Showing 1 to 1 of 1 entries

Edit items

Checking the box right next to the subfield label will disable the entry and delete the subfield on all selected items. Leave fields blank to make no changes.

0 - Withdrawn status

1 - Lost status

2 - Source of classification or shelving scheme

3 - Materials specified (bound volume or other part)

4 - Damaged status

e - Source of acquisition

g - Cost, normal purchase price

h - Volume

o - Full call number

v - Cost, replacement price

w - Price effective from

x - Non-public note

y - Koha item type

z - Public note

Other attributes

Exclude from local holds priority:

Options

This option checks in items to remove them from patron accounts. Items are not marked found, nor do damaged/withdrawn statuses prevent this return, nor are item locations updated. This feature is intended to allow removal of checkouts from patron accounts without affecting fines or other statuses.

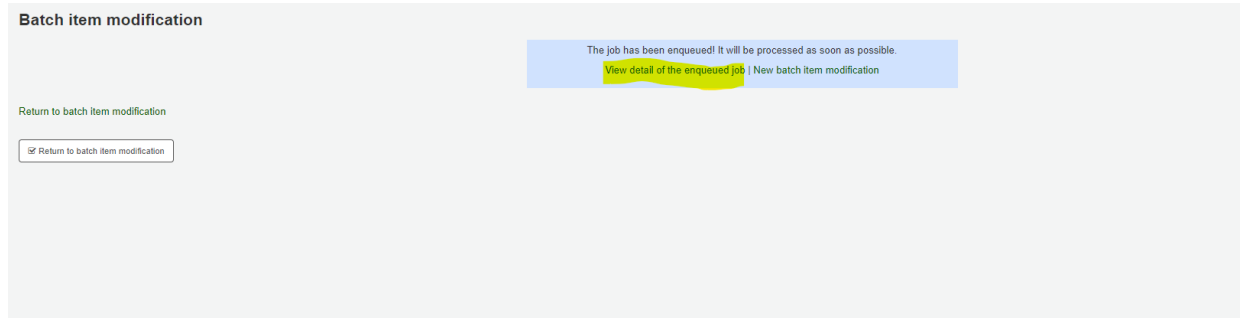
Check in items:

Save

Cancel

Created by: Theo Farias (Lompoc Public Library)

4. On the next page you can click on "View detail of enqueued job" to see the information that changed.



5. You will see that the item remained in Long Overdue (Lost) status, but when I go to the patron's account, they no longer have the item checked out, but the fines associated with the item have remained.

Details of job #20920

Job ID: 20920

Status: Finished

Progress: 1 / 1

Type: Batch item record modification

Queued: 01/31/2024 14:13

Started: 01/31/2024 14:13

Ended: 01/31/2024 14:13

Report

1 item(s) modified (with 1 field(s) modified). New batch item modification

Detailed messages

Show/hide columns:

☒ Show all columns

☐ Hide all columns

☒ Lost status

☒ Source of classification or shelving scheme

☒ Collection code

☒ Home library

☒ Current library

☒ Date acquired

☒ Total Checkouts

☒ Full call number

☒ Barcode

☒ Date last seen

☒ Date last checked out

☒ Cost, replacement price

☒ Price effective from

☒ Koha item type

Showing 1 to 1 of 1 entries

Search:

✖ Clear filter

Export

Title	Holds	Lost status	Source of classification or shelving scheme	Collection code	Home library	Current library	Date acquired	Total Checkouts	Full call number	Barcode	Date last seen	Date last checked out	Cost, replacement price	Price effective from	Koha item type
Oculus Quest virtual reality headset	0	Long Overdue (Lost)	Dewey Decimal Classification	Library of Things	Lompoc Library	Lompoc Library	03/17/2022	3	OCULUS LMOC01	32209004310628	05/11/2022	05/11/2022	400.00	04/23/2022	Connectivity Kit

Showing 1 to 1 of 1 entries

EnglishEspañol

EditAdd guaranteeChange passwordDuplicatePrintSearch to holdAdd messageMore

Nathaniel E Herrera (22209001700153)

2025 Sweeney Rd
Bridge House
LOMPOC CA, CA 93436
805-968-6506
nherrean@comcast.net@gmail.com
Born: 04/21/2004 (19 years)
Previous barcode: Z2113006197052
ID: 8648 CID
Category: WELCOME (WELCOME)
Home library: Lompoc Library
Barcode number: 162739
Updated on 01/10/2024 16:45

Make a payment

TransactionsMake a paymentCreate manual invoiceCreate manual credit

✓ Select all | ✕ Clear all

Showing 1 to 1 of 1 entries

Search: X Clear filter

	Actions	Account type	Description	Date	Barcode	Call number	Due date	Checkin date	Checkout date	Checked out from	Home library	Payment note	Amount	Amount outstanding
<input checked="" type="checkbox"/>	<button>Pay</button> <button>Write off</button>	Lost item	Oculus Quest virtual reality headset 32209004310628 OCULUS LMOC01 (Oculus Quest virtual reality headset.)	06/18/2022	32209004310628	OCULUS LMOC01	05/18/2022	01/31/2024 14:13	05/11/2022	Lompoc Library	Lompoc Library	+ Add note	400.00	400.00
Total due:													400.00	

Showing 1 to 1 of 1 entries

Pay amountPay selectedWrite off allWrite off selectedCancel

You will see that the item is no longer checked out but still has the Long Overdue (Lost) status.

Created by: Theo Farias (Lompoc Public Library)

Results

Material type: Object
 Description: 1 Oculus headset with adjustable straps, 2 controllers, USB cable + charger, eyeglass spacer
 Content type: three-dimensional form Media type: unmediated Carrier type: object
 Other title: Oculus | VR Headset | Quest
 Subject(s): Virtual reality -- Equipment and supplies | Mixed reality -- Equipment and supplies
 Genre/Form: Library of Things
 Online resources: Click here to access online
 OPAC view: Open in new window
 Lists that include this title: Library of Things bib records
 MARC preview: Show
 MARC framework: Default

Holdings (3) Descriptions (3) Acquisition details Images (0)

▼ Activate filters | ✓ Select all | ✕ Clear all | Actions: **Delete selected items** | Modify selected items

Showing 1 to 3 of 3 entries Search: Clear filter

Item type	Current library	Home library	Collection	Call number	Status	Last seen	Checkouts	Date accessioned	Date last borrowed	Barcode	
<input type="checkbox"/> Connectivity Kit	Lompoc Library	Lompoc Library	Library of Things	OCULUS LMOC04	Available	01/10/2024 00:00	10	05/23/2023	01/06/2024	32209004339973	<input type="checkbox"/> Edit <input type="checkbox"/> View
<input type="checkbox"/> Connectivity Kit	Lompoc Library	Lompoc Library	Library of Things	OCULUS LMOC02	Checked out to Isaiah Meza (22209001691535) due 02/05/2024	01/29/2024 17:02	32	03/17/2022	01/29/2024	32209004310636	<input type="checkbox"/> Edit <input type="checkbox"/> View
<input checked="" type="checkbox"/> Connectivity Kit	Lompoc Library	Lompoc Library	Library of Things	OCULUS LMOC01	Long Overdue (Lost)	05/11/2022 00:00	3	03/17/2022	05/11/2022	32209004310628	<input type="checkbox"/> Edit <input type="checkbox"/> View

Showing 1 to 3 of 3 entries

7. This will take you to the Batch item deletion tool. You can click the check box next to "Delete records if no items remain" and click on "Delete selected items".

Batch item deletion

✓ Select all | ✕ Clear all | Clear on loan

Show/hide columns: ☒ Show all columns ☐ Hide all columns ☒ Last status ☒ Source of classification or shelving scheme ☒ Collection code ☒ Home library ☒ Current library ☒ Date acquired ☒ Total Checkouts ☒ Full call number ☒ Barcode ☒ Date last seen ☒ Date last checked out ☒ Cost, replacement price ☒ Price effective from ☒ Koha item type

Showing 1 to 1 of 1 entries

Search: Clear filter

Title	Holds	Last status	Source of classification or shelving scheme	Collection code	Home library	Current library	Date acquired	Total Checkouts	Full call number	Barcode	Date last seen	Date last checked out	Cost, replacement price	Price effective from	Koha item type
<input checked="" type="checkbox"/> Oculus Quest virtual reality headset	0	Long Overdue (Lost)	Dewey Decimal Classification	Library of Things	Lompoc Library	Lompoc Library	03/17/2022	3	OCULUS LMOC01	32209004310628	05/11/2022	05/11/2022	400.00	04/23/2022	Connectivity Kit

Showing 1 to 1 of 1 entries

This will delete the selected items.

☒ Delete records if no items remain.

8. Then click on "View detail of the enqueued job" to see that the item has been deleted.

Batch item deletion

The job has been enqueued! It will be processed as soon as possible.

[View detail of the enqueued job](#) [New batch item deletion](#)

[Return to the record](#)

Details of job #20923

Job ID: 20923

Status: Finished

Progress: 1 / 1

Type: Batch item record deletion

Queued: 01/31/2024 14:24

Started: 01/31/2024 14:24

Ended: 01/31/2024 14:24

Report

1 item(s) deleted.

Detailed messages

[Return to the job list](#)

9. Now when the patron's account is viewed, we can see that all of the information for the item is still present in the Accounting section and the fine for the item remains. Only the item barcode in the "Barcode column of the fine information is no longer present because the item has been deleted.

Nathaniel E Herrera (22209001700153)
2025 Sweeney Rd
Bridge House
LOMPOC CA, CA 93436
805-868-6506
herrera.nathaniel2004@gmail.com
Born: 04/21/2004 (19 years)
Previous barcode: 22113008197092
ID: 8648 CID
Category: WELCOME (WELCOME)
Home library: Lompoc Library
Borrower number: 162700
Updated on 01/10/2024 16:45

Check out

Batch check out

Details

Accounting

Routing lists

Modification log

Notices

Statistics

ConAdd guaranteeChange passwordDuplicatePrintSearch to findAdd messageMore

Make a payment

TransactionsMake a paymentCreate manual invoiceCreate manual credit

✓ Select all ✕ Clear all

Showing 1 to 1 of 1 entries

Search: ✕ Clear filter

	Actions	Account type	Description	Date	Barcode	Call number	Due date	Checkin date	Checkout date	Checked out from	Home library	Payment note	Amount	Amount outstanding
<input checked="" type="checkbox"/>	<div>PayWrite off</div>	Lost item	Oculus Quest virtual reality headset 32209004310628 OCULUS LMOC01	06/18/2022			05/18/2022	01/31/2024 14:13	05/11/2022	Lompoc Library		+ Add note	400.00	400.00
Total due:													400.00	

Showing 1 to 1 of 1 entries

Pay amountPay selectedWrite off allWrite off selectedCancel

Prepared by
Theo Farias
Lompoc Library Technician I
1/14/26