

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	Actions
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="button"/> Edit <input type="button"/> View
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="button"/> Edit <input type="button"/> View
Connectivity Kit	Lompoc Library	Lompoc Library	Library of Things	OCULUS LMOC01	Checked out to Nathaniel E Herrera (22209001700153) due 05/18/2022 Long Overdue (Lost)	05/11/2022 00:00	3	03/17/2022	05/11/2022	32209004310628	<input type="button"/> Edit <input type="button"/> View

Showing 1 to 3 of 3 entries

Nathaniel E Herrera (22209001700153)
 2025 Sweeney Rd
 Bridge House
 LOMPOC CA, CA 93436
 805-660-5505
 hereranathaniel2004@gmail.com
 Born: 04/21/2004 (19 years)
 Previous barcode: 22113008197092
 ID: 8648 CID
 Category: WELCOME (WELCOME)
 Home library: Lompoc Library
 Borrower number: 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"/> Pay Write off	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

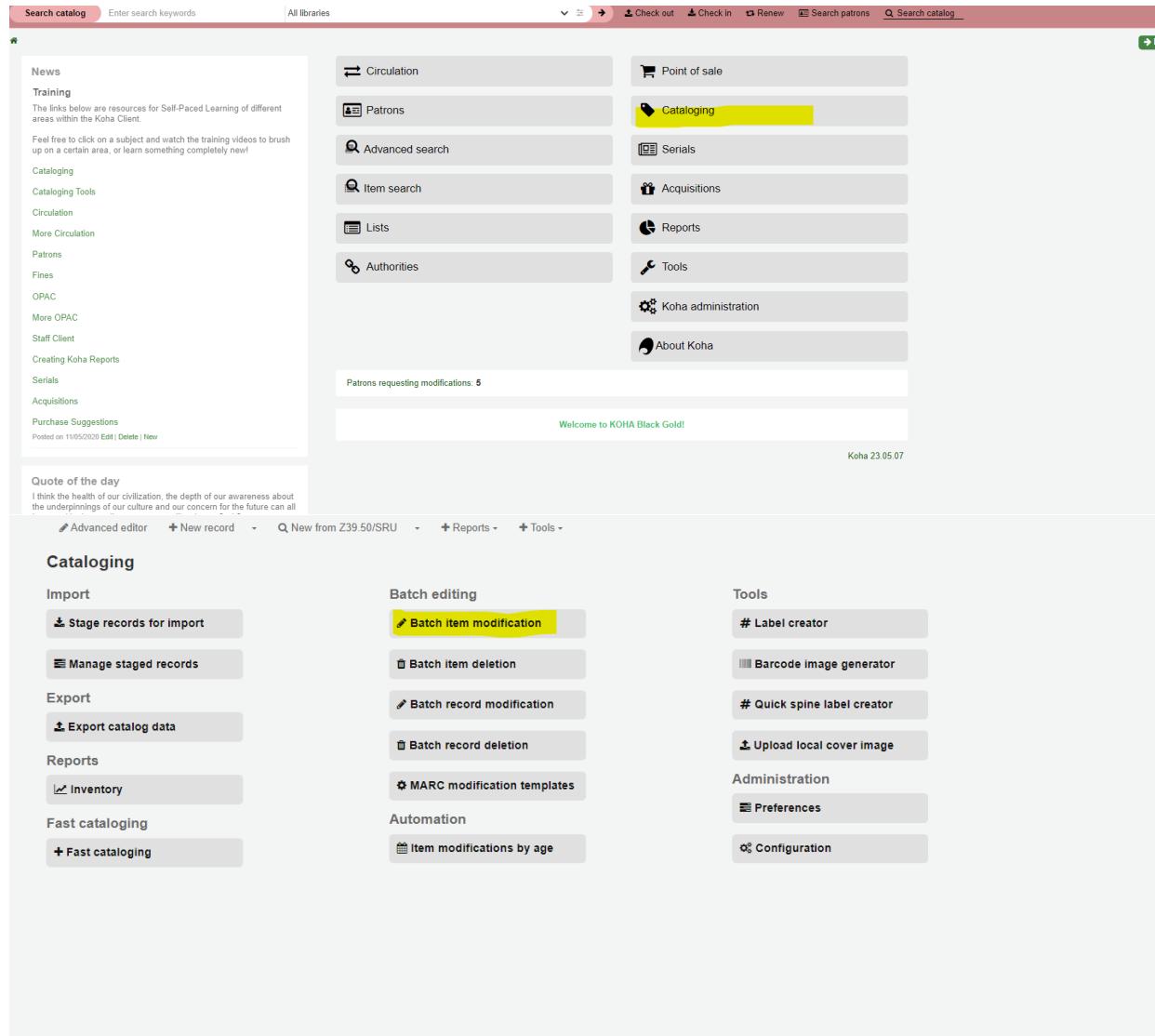
No items deleted.

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 screenshot shows the Koha home screen. At the top, there is a navigation bar with links for Check out, Check in, Renew, Search patrons, and Search catalog. Below the navigation bar is a sidebar with various links: News, Training (highlighted in yellow), Cataloging Tools, Circulation, More Circulation, Patrons, Fines, OPAC, More OPAC, Staff Client, Creating Koha Reports, Serials, Acquisitions, and Purchase Suggestions. The main content area has a "News" section with a "Training" link. Below that is a grid of links: Circulation, Point of sale, Patrons (highlighted in yellow), Cataloging (highlighted in yellow), Advanced search, Serials, Item search, Acquisitions, Lists, Reports, Authorities, Tools, Koha administration, and About Koha. A message "Patrons requesting modifications: 5" is displayed. At the bottom of the main content area, there is a "Welcome to KOHA Black Gold!" message and the date "Koha 23.05.07". The bottom navigation bar includes links for Advanced editor, New record, New from Z39.50/SRU, Reports, and Tools. The Cataloging tab is selected, and the sub-menu shows: Import (Stage records for import, Manage staged records), Export (Export catalog data), Reports (Inventory), Fast cataloging (+ Fast cataloging), Batch editing (Batch item modification, Batch item deletion), Automation (Batch record modification, Batch record deletion, MARC modification templates, Item modifications by age), Tools (# Label creator, Barcode image generator, Quick spine label creator, Upload local cover image), Administration (Preferences, Configuration), and a "Quote of the day" section.

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

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 | ✖ 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: ✖ 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	32209004310628	05/19/2022	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 change.

0 - Withdrawn status
 1 - Lost status
 2 - Source of classification or shelving scheme
 3 - Materials specified (bound volume or other part) RegEx
 4 - Damaged status

e - Source of acquisition RegEx
 g - Cost, normal purchase price RegEx
 h - Volume RegEx
 o - Full call number .. RegEx

v - Cost, replacement price RegEx
 w - Price effective from RegEx
 x - Non-public note RegEx
 y - Koha item type Required
 z - Public note RegEx

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: Yes ✖

Save Cancel

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:

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

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

Checkouts

Checking out to Nathaniel E Herrera (22209001700153)

Cannot check out!

Attention

- Expiration:** Patron's card has expired. Patron's card expired on 06/11/2023. Renew or Edit details
- Restricted since 05/27/2022: Patron's account is restricted with the explanation: 5/27/22 LM/tf Overdue Oculus. Hotspot

View restrictions Override restriction temporarily

Charges: Patron has outstanding charges of 400.00

Notes

- 3/11/2023 LCirf patron at Bridge House. Oculus is at old house - they were evicted - spoke about retrieving item and returning to library and fines will be cleared off account.
- 5/20/22 LM/tf Emailed patron about overdue Oculus Quest.

Messages

- 05/20/2022 Lompoc Library (Theodore LM Farias) *5/20/22 LM/tf Check phone number*

Checkouts (0) **Holds (0)** **Claims (0)** **Restrictions (1)**

Patron has nothing checked out.

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:

Actions	Account type	Description	Date	Barcode	Call number	Due date	Checkin date	Checkout date	Checked out from	Home library	Payment note	Amount	Amount outstanding
Pay Write off	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	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

6. You can now delete the item by searching for it, clicking on the box next to the appropriate item and clicking "Delete selected items". 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

+ New | Edit | Save | Add to cart | Add to list | Print | Place hold

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 | Actions: Delete selected items | Modify selected items

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
Kit	Lompoc Library	Lompoc Library	Library of Things	OCULUS LMOC04	Available	01/10/2024 00:00	10	05/23/2023	01/06/2024	32209004339973
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
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	32209004310623

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 | 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

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

This will delete the selected items.

Delete records if no items remain.

Showing 1 to 1 of 1 entries

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

Created by: Theo Farias (Lompoc Public Library)

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
herrernathaniel2004@gmail.com
Born: 04/21/2004 (19 years)
Previous barcode: 22113008197092
ID: 8648 CID
Category: WELCOME (WELCOME)
Home library: Lompoc Library
Borrower number: 162780
Updated on 01/10/2024 16:45

Check out
Batch check out
Details

Accounting

Routing lists
Modification log
Notices
Statistics

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"/> Pay Write off	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 amount](#) [Pay selected](#) [Write off all](#) [Write off selected](#) [Cancel](#)

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