

## Creating an infraction record or suspending a patron

### Definitions:

- **Infraction** - note about a problem patron or a situation that staff wishes to have on record
- **Suspension** - can be added to an infraction to prevent a patron from using Library Online at a given library for a given time period
- **Application restriction** - can be added to an infraction to prevent a patron from using a certain type of application (ex. "Internet") at ALL libraries for a given time period

Note: A Patron must have an infraction record before you can apply a suspension or application restriction.

### To search for an infraction:

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose "Bookings" from the top menu
3. Choose "Patron Infraction/Suspension/Restriction"
4. Enter the patron's card number, select which libraries, and choose "Search"
5. Any infractions that a patron has under that card number will appear in the search results
6. Details of the infraction may be viewed by clicking on the "Edit" button
7. If you wish to edit the infraction or add a suspension or application restriction, you may do this from the details screen
8. Click "Save changes" to save any changes. Click "Done" to finish viewing the infraction details

### To create an infraction:

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose "Bookings" from the top menu
3. Choose "Patron Infraction/Suspension/Restriction"
4. Click on the "Create New" button at the bottom of the screen
5. Fill in the form with the following information:
  - Patron Card number: Enter the patron's barcode number here
  - Infraction Type: Choose one of the infraction types
  - Infraction Details: Type in some information about the infraction
  - Infraction Date: Enter the date of the infraction
6. Click the "Save Changes" button to save the infraction record
7. If you also want to add a suspension or application restriction, continue with the instructions. If you only want to add an infraction, you can click the "Done" button

### **To add a suspension or application restriction:**

Once a patron has an infraction, you may also enter a suspension or application restriction.

From the "Patron Infraction Information" details screen:

1. To suspend a patron, click on "Add Suspension"
  - a. If you want the suspension to be permanently associated with the patron (even after the suspension is up), click the "Permanent Record" box
  - b. Enter the date the suspension is to begin and the date the suspension should end
  - c. Choose which branch the patron is suspended from (don't miss this step!)
  - d. Click on "Save Changes"
2. To prevent the patron from using types of applications (like the Internet), click the "Add Application Restriction" button
  - a. If you want the suspension to be permanently associated with the patron (even after the suspension is up), click the "Permanent Record" box
  - b. Enter the date the suspension is to begin and the date the suspension should end
  - c. Choose the types of applications the patron cannot use
  - d. Click on "Save Changes"

### **Things to note:**

- You may search for infractions and suspensions for all libraries. You may only edit infractions and suspensions created by your library.
- If you are logged in with librarian credentials, you may add or modify infractions and suspensions. To **delete** an infraction or suspension, you must be logged in with your administrator credentials.
- To delete an infraction that also has a suspension, you must first delete the suspension. You may then delete the infraction.
- An alternative to deleting a suspension is to set the dates for the suspension to dates in the past (making the suspension no longer effective).