

# Configure Circulation and Fine Rules

Configuring circulation and fine rules in Koha allows you to define the borrowing policies and fine calculation methods for your library. Here's how you can configure circulation and fine rules in Koha:

1. **Navigate to Administration:** Click on the "Administration" tab in the top menu bar. This will open a dropdown menu with various administrative options.
2. **Access Circulation and Fine Rules Configuration:** Under the "Circulation and Fine Rules" section in the dropdown menu, click on "Circulation and Fine Rules." This will take you to the Circulation and Fine Rules page, where you can configure circulation and fine-related settings.
3. **Configure Circulation Rules:**
  - Click on the "Circulation Rules" tab to access the circulation rules configuration. Here, you can define rules for loan periods, renewals, holds, and more.
  - For each rule type (e.g., loan periods, renewals), you can define different rules based on item type, patron category, and location. Click on the "Add Rule" button to create a new rule, and enter the rule details (e.g., duration, renewal limits) as needed.
4. **Configure Fine Rules:**
  - Click on the "Fine Rules" tab to access the fine rules configuration. Here, you can define rules for fine calculation, maximum fines, grace periods, and more.
  - Define how fines are calculated for overdue items (e.g., per day, per hour) and set the maximum fine amount that patrons can accrue. You can also configure grace periods to give patrons additional time before fines are applied.
5. **Save Changes:** After configuring circulation and fine rules, click the "Save Changes" button to apply your modifications.

By following these steps, you can configure circulation and fine rules in Koha to define borrowing policies and fine calculation methods that align with your library's requirements.

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