**Hour 3 Workbook – Fines/Holds/Study Rooms**

1. Fines

* Call up Patron ???
* What are the total fines owing today?
* Of the fines in the Active Cash, how much is owing to Novanet Libraries?
* Fill out a Fine Payment form, reflecting a payment for what is owed on this account.

1. Holds
   * In the OPAC, create a Novanet Express request for a book of your choice, using your account.
     + Book Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * In Aleph, create a Hold request for the Dal copy of the book entitled ‘The Red Tent’.
     + What number in Queue is your request?
   * When looking at Patron A#????????,
     + How many Novanet Express requests are in process for this patron?
     + How many Hold requests are pending for this patron?
2. Study Rooms
   * Using the OPAC
     + Create two Study Room bookings, using your account.
       - Request One (Room #, Date and Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - Request Two (Room #, Date and Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Using Aleph
     + Delete one of the previous bookings and re-book for another Room, Date or Time
       - New Booking (Room#, Date and Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * In the OPAC, call up ‘My Account’ for Patron A#????????.
     + How many Novanet Express request are in process for this patron?