**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?