How do I set a patron account to not be billed?

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Symptom

• How do I set a patron account to not be billed?

Applies to

• ILLiad

Resolution

Follow these steps to exempt a patron from Billing messages.

1. Search for the patron in the ILLiad client.
2. Select the patron record and go to the account tab.
3. On the account tab, on the top right, notice the Article Billing Category and Loan Billing Category listings.
4. Click on the drop downs and change them to Exempt. This process will exempt the patron from being billed.

Additional information

Adding Billing Charges in Borrowing

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