

How to set all photocopy charges as free

- **Product:** Aleph
 - **Product Version:** 20, 21, 22, 23
 - **Relevant for Installation Type:** Dedicated-Direct, Direct, Local, Total Care
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Description

Aleph's default for photocopies are for patrons to be charged a fee. But for institutions that do not charge for photocopies for all patrons (or patrons of particular statuses), follow these steps:

1. On the server, navigate to `./xxx50/tab/tab31`
2. Locate Column 11, which defines "photocopy charge".
3. Change value from "C" (Charge) to "F" (Free).

This can be changed for any or all patron statuses.

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