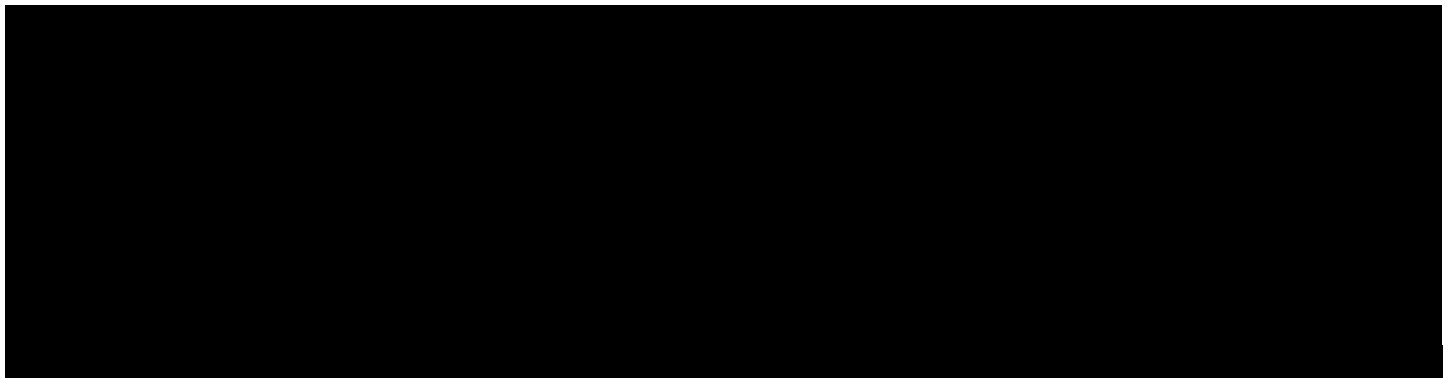


Costing Name:	Enter a name for the classification. This should be unique.
Cost Classification Name:	Enter what type of Costing is being created (i.e. government, faith-based, for-profit, ect.). This doesn't have to be unique. For example, a Costing Name could be "City" or "County". They could both be classified as "Government".
Cost Classification Abbr:	How should the cost classification be abbreviated?
Standard Fee Type:	During regular hours, is there a flat or hourly charge for the room. It is possible to combine both. For example: \$20 flat fee for up to 2 hours. \$5 fee for each additional hour.
Extended Fee Type:	Assign fee rates if the room is bookable outside of normal library hours.
Deposit Enable:	Activates or deactivates a deposit requirement and the amount of the deposit. When activated, patrons must provide a deposit at the time the request is made.
Order Weight	Where in the list of cost classifications will the classification appear? Item weight is determined in units of 10. To make an item appear first on the list, set the weight to 10.
Save	Save your new Cost Classification



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