



## Library Calendar Wizard

The Library Calendar wizard can be used by library staff members to display and modify the closed days/dates for their individual library. Staff members will only have access to the calendar for their library. The wizard displays the calendar for the library linked to the user's login.

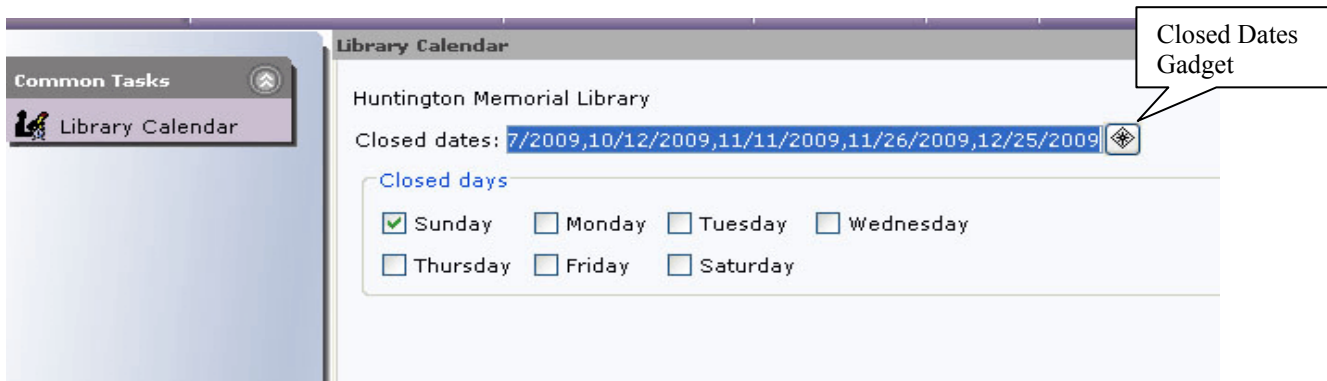
To modify your library's calendar, do the following. Login using your library's xx\_SUPR login.

**\*\* If you don't know the PIN for the xx\_SUPR account please contact [automation@4cls.org](mailto:automation@4cls.org)**

Click on the Directors Toolbar. Click the Library Calendar wizard. The current calendar settings for your library will appear.

Under Closed Days, select check boxes for the days of the week your library is closed. Each day of the week, Sunday through Saturday, can be selected as Closed. No due date ever falls on a day of the week that the library is closed. If a due date would normally fall on a closed day, it is moved forward to the first open day.

In the Closed Dates box, click the gadget to select dates the library is closed. No due date ever falls on a day the library is closed. If a due date would normally fall on a closed day it is moved forward to the first open day. Up to 64 closed dates may be selected. Ranges of dates, such as December 24-25, may be used as one closed date.



Click Save. Library calendar changes made in this wizard will update the corresponding Library policy.

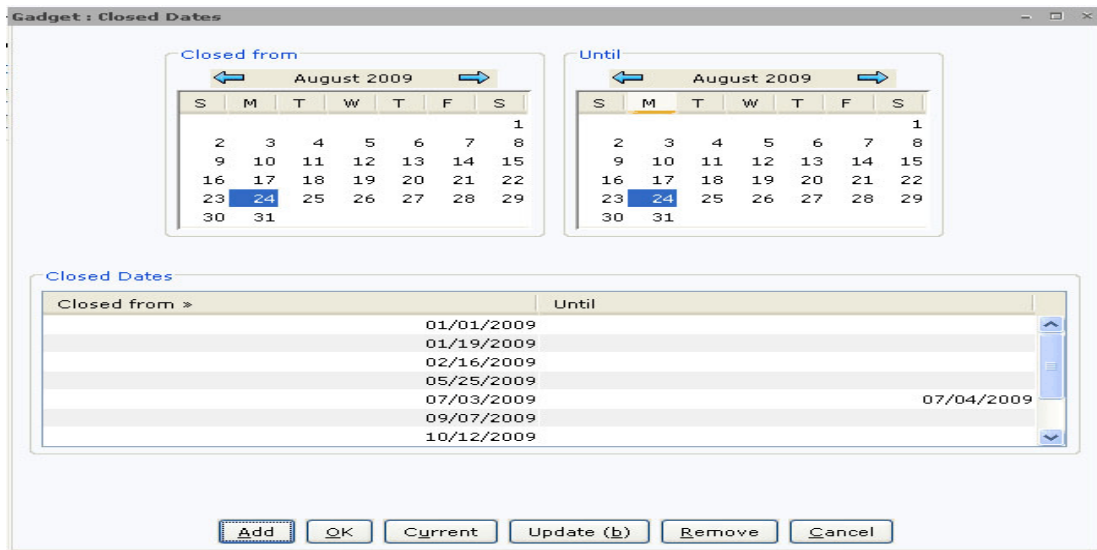
**Note:** Do not remove closed dates when there are patron overdues pending that fall within one of the dates closed. Closed dates should remain in place until sufficient time has elapsed for patrons with overdue books to reach their maximum fine. For example, if overdue fines are \$0.25 per day, and the maximum fine is \$10.00, that maximum fine would typically be reached when the item is 40 days overdue. If during that 40 day time period, the library is closed for 7 days, it would take 47 days for the patron to reach the maximum fine. That range of closed dates should remain in the Library policy until 47 days have passed to avoid overcharging the patron.

### Closed Dates Gadget

This gadget is used to select the library's closed dates for the Library wizard and the Library Calendar wizard. Individual dates and date ranges can be selected.

To select an individual date or a range of dates, follow these steps.

Click the Closed Dates gadget (Shown above).



### **Review old Closed Dates:**

In the “Closed Dates:” box review the list of closed dates and remove any dates which are more than three months old, by selecting the date in the Closed Dates window and clicking on the Remove button at the bottom.

### **Adding new Closed Dates:**

1. In the Closed From calendar, select the month using the left browse or right browse buttons. Note; If you click on an entry in the list the calendars will jump to that entry.
2. Click a particular day on the calendar to select it as the beginning closed date. The same month and day are automatically selected in the Until calendar.  
Note: If you are specifying an individual date as a closed date, click Add, and repeat step 1.
3. In the Until calendar, select the month of the ending closed date using the left browse or right browse buttons.
4. Click a particular day on the calendar to select it as the ending closed date.
5. Click Add. The selected date or dates display in the Closed Dates list. (Repeat steps 1 – 5 as necessary).

When you have finished selecting dates, click OK to exit the Closed Dates Gadget and then click the “Save” button to save your selections.

If desired, you can make changes to dates in the Closed Dates list. Select any of the dates in this list, and do one of the following:

Make changes to the Closed From and Until selections for the selected date, and click Update.

Click Remove to remove the selected dates.

Click Current to roll over the selected date to the current year.

When you have finished making changes to the closed dates, click OK to exit the Closed Dates Gadget and then click the “Save” button to save your selections.

### **Additional things to keep in mind when setting your calendars**

1. Closed dates entered into the system will go into effect during the overnight Re-Initialization of the system. Which means, when you are charging an item and you notice the due date is showing a date when the library is closed, and upon checking your calendar you find you didn't enter that closed date. You should enter it then, but it won't take effect till the following day so your staff will need to manually compensate (change the due date manually).
2. Closed Date are used by the system to determine Due Dates. If a closed date is entered incorrectly it can cause circulation problems. ex. You enter a Closed date range of 11/23/2020 till 12/26/2021 any items charged that would have a due date anywhere between those dates would have till 12/27/2021 before they become overdue. Please check the dates for correctness.
3. There is a maximum per library number of closed dates of 64. Closed Date Ranges (ex Closed from > 12/24/2020 until 12/27/2020) count as 1 Closed Date.
4. Keep the library calendar up to date. Calendars are typically entered in late October through early November. Dates 3 months older than the current date when updating the calendar should be removed. Keeping 3 months worth of older dates should ensure that all loan periods have fully expired before the date is removed.
5. For Library's that are open on Sundays September through June should use Closed Dates for the Sundays when they are closed.
6. If you select the check box for "Closed days" then it is not necessary to enter any Closed dates that would fall on those days (ex. Closed days checkbox is checked for Sunday & Monday, then it isn't necessary to enter Closed dates that would fall on a Monday). However it might make it easier to view your calendar or if you change your Closed days during the year, the system doesn't care if a range overlaps a Closed day.