

## Library Calendar

The Library Calendar wizard can be used by library staff to display and modify the closed dates for their individual library. Authorized 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.

1. **Click** on Library Calendar wizard.



The current calendar settings for your library appear.

2. In the **Closed Dates** box, **click** the gadget to select dates the library is closed.

3. **Select Add.**

4. Newly added dates will display in list.

Closed from »	Until
01/16/2006	
02/20/2006	
03/31/2006	
04/14/2006	04/21/2006
05/29/2006	
06/07/2006	06/12/2006
07/04/2006	07/04/2006

**NOTE:**

- *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.*

5. Under Closed Days, **DO NOT MAKE ANY CHANGES.**

Closed days	
<input checked="" type="checkbox"/> Sunday	<input type="checkbox"/> Monday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<input checked="" type="checkbox"/> Saturday	

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

<b>6</b>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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**NOTE:** *If you need this policy to take effect immediately, contact your ITC. The policy will take effect after the database is recycled.*

7. **DO NOT REMOVE** any closed dates, unless directed to do so. If deemed necessary, **contact your ITC Staff.**

**NOTE:** *For other options available for checking items in without charging a fine, see [Fine Free Check In guide](#) or [Checkin Bookdrop guide](#).*