

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.

1. **Click** on Library Calendar wizard.
2. In the **Closed Dates** box, **click** the gadget to select dates the library is closed.
3. Select Add button.
4. Newly added dates will display in list.



Library Calendar

Lima Senior High School

Closed dates: 4/2006-04/21/2006,05/29/2006,06/07/2006-06/12/2006 2

Closed days

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

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.**
 6. Click Save. Library calendar changes made in this wizard will update the corresponding Library policy after the overnight recycle.
 7. **DO NOT REMOVE** any closed dates, unless directed to do so. **If deemed necessary, contact your ITC Staff.**