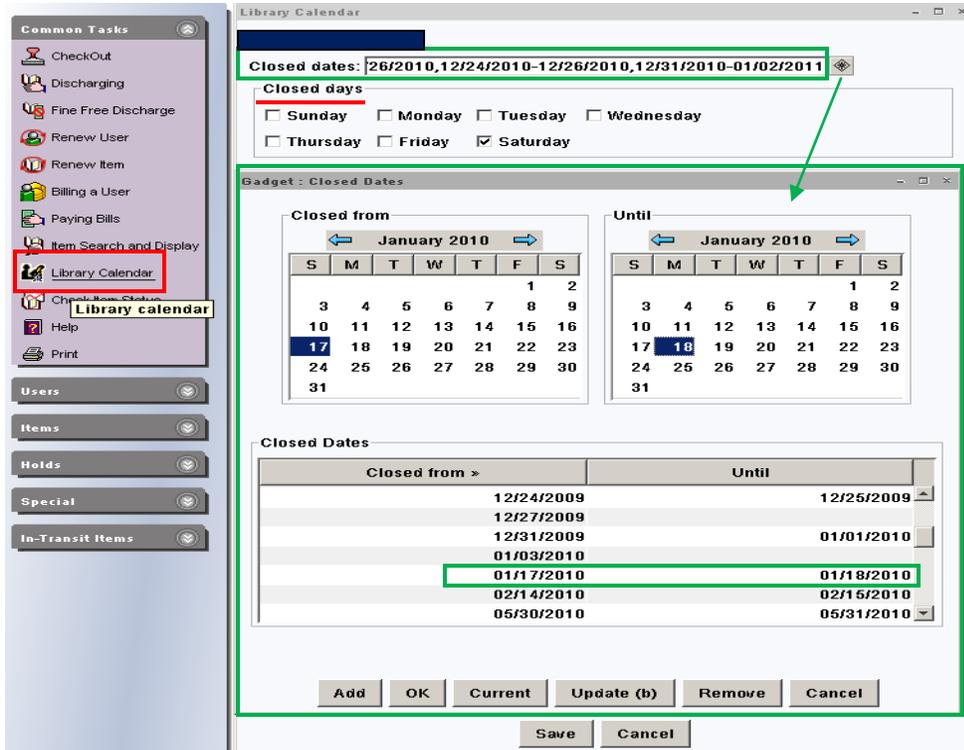


WYLD TECHNOTE: Maintaining Your Library's Calendar

In the Circulation toolbar under Common Tasks, click on the Library Calendar wizard to access your library's calendar. There are two parts to calendar maintenance: ***Closed days*** and ***Closed dates***.



If your library is closed on specific days during the week, click on the check box next to that day in the ***Closed days*** section. No due date will fall on a day of the week that the library is closed. Materials would be due on the first open day after that closed day. If no other changes are being made, click the Save button to close the Library Calendar wizard.

To select specific closed dates, click on the gadget next to the ***Closed dates*** box to get the calendars display as shown above.

If the month displayed is not the correct month in which you wish to select a closed date, use the arrows next to the Month and Year display to browse to another month.

To enter NEW closed dates, on the **Closed From** calendar on the left, click on the date that will be the beginning closed date. The same month and date will be selected automatically on the **Until** calendar on the right so if you are not adding a range of dates to that closed date, click the Add button to add this date to your calendar. If you are selecting a range of closed dates, select the correct month in the **Until** calendar, click on the ending closed date, and then click on the Add button. The dates you've selected in the calendars will then display in the listing of Closed Dates. Notice that if your library is closed for only a single date, that day will display only in the first "Closed from" column.

NOTE: FIXED DUE DATE and CLOSED DATE should not be the same date. Libraries that have the WYLD Office enter an END OF TERM DATE (Fixed Due Date) should not enter a CLOSED DATE that is the same as that Fixed Due Date. Materials would be due on the first open day after that closed date. So for a school or college library if the closed date and the fixed due date are on the same day at the end of Spring Semester, the next available due date would be several months later. For example, something checked out in April at that school library would not be due until the first available date in August.

When you have selected all the closed dates you wish to enter, click the OK button.

Click the Save button to close the Library Calendar wizard.

Changing Dates: To make CHANGES TO DATES YOU'VE ALREADY ENTERED into your calendar, select the new dates in both calendars, click the Update button. Click the OK button to acknowledge the change and close the calendar window. Click the Save button to close the Library Calendar wizard.

Removing Dates: To REMOVE DATES from your calendar, select the dates you wish to remove and click the Remove button. Click the OK button to close the calendar window. Click the Save button to close the Library Calendar wizard. The calendar holds 64 calendar dates so, as part of your calendar maintenance, it is important to remove older dates that are no longer needed for calculating overdue fines. A range of dates counts as a single closed date.

*****Make your calendar changes in a timely manner and do not leave your calendar wizard open as this prevents any other library from accessing its calendar.*****

****NOTE**** It is possible to accidentally remove all your newly added closed dates so be sure to click the OK button after adding dates to the Closed Dates list in the center of the calendar window. Then click the Save button to close calendar maintenance.