Setting calendar dates

Back Office > Calendar / Hours

Click any date the library will be closed to turn the date gray. Be sure to include all holidays, vacations, and superintendent’s days.

Setting ceiling dates

Back Office > Libraries Policies > Patron Types tab

Click the pencil icon to change the ceiling date (the hard due date for all library materials for the school year). You’ll need to do this for each patron type. Note: If an item is checked out after the ceiling date, then the due date is based on the normal checkout loan period.