

Update Library Hours (ULH)

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Library hours are the times your library opens and closes. Library hours affect primarily holds and checkouts/checkins. Library hours affect all accounts (CAT, CIRC, PAC).

Library hours are the times your library opens and closes. You can set up regular library hours, which stay the same from week to week. You can also make exceptions to your regular hours. For example, if your library closes for holidays or stays open later during finals week, you can set up exception hours for those times. You can change or delete these exceptions if necessary.

You should keep your regular and exception hours current so due dates, fines, and statistics are accurate.

This section shows how to:

- Set up regular hours.
- Make exceptions to regular hours.
- Change or delete existing exceptions.
- Remove an open day from your weekly schedule.

Setting Up Regular Hours (ULH)

Regular hours are the hours your library opens and closes each day of the week. You set up regular hours when your account is installed.

To update regular hours:

1. Enter "ULH" (Update Library Hours) at any system menu in Circulation.
2. Enter the line number of each day whose regular hours you want to change.
3. To change the opening or closing time:
 - Enter a new opening time in military hours or press return to keep the current opening time.
 - Enter a new closing time in military hours or press return to keep the current closing time.
4. Press return. The exception hours screen appears.
5. Modify the exceptions to your regular hours (see below).

6. Enter “F” to file your changes. You’re asked if you want to update the daily calendar. Enter “Y” for yes.
7. You’re next asked if you want to copy your regular hours to other accounts: enter “N”. Then you will be asked if you want to copy your exception hours to other accounts: also enter “N”.
8. Call Susan and let her know your calendar needs to be copied around.

Making Exceptions to Regular Hours (ULH)

Exception hours are times when you need to change your regular hours for a particular date. For example, you might want to close early for a holiday, list interim school periods where you will be completely closed, or list in-service days. Exceptions determine when fines will be assessed and when material will be due. If you have an in-service day where you will be “open” but do not want materials for students to be returned, list the in-service day as an exception, indicating you are “closed”.

You should set up exceptions to your regular hours well in advance—generally, at least a year ahead, or whenever your school calendar or approved dates are available to you. You should always be at least as far ahead in your calendar annotations as your longest checkout period is (so, if ILL borrows for eight weeks, you should have your calendar ready 2-3 months ahead of today’s date.) We recommend that you do at least 1 year out if your holidays and closed dates are known.

To make an exception to your regular hours:

1. Enter “ULH” (Update Library Hours) at any Circulation menu. The regular hours screen appears.
2. Press return. The exception hours screen appears.

For each exception, you enter the date and hours for the exception, then the date and hours for the exception during the previous year. Keeping the dates and hours for the previous year helps the system calculate overdue fines correctly.

You can add an exception that affects one day or several days. For example, you can add a one-day exception for a holiday, or a week-long exception for finals week. If you add an exception that affects the same day as an existing exception, the new exception replaces the old one.

3. To add an exception to your regular hours:
 - Enter “A” to add a one-day exception, or enter “A” and a number to add several one-day exceptions (for example, enter “A3” to add three one-day exceptions).

- Enter a name for the exception.
- Enter the date of the exception.
- Enter the opening time in military hours, or enter a hyphen (-) to close the library.
- If prompted, enter the closing time in military hours.
- For the previous year, enter new dates and times as prompted, or press return to use the same date or time the previous year. (If you didn't have the exception the previous year, just press return to use the defaults.)
- If you're adding several one-day exceptions, enter the name, date, and hours for the next exception.
- Enter "C" to create an exception for a range of days.
- Enter a name for the exception.
- Enter the starting date of the exception.
- Enter the ending date of the exception.
- Enter the opening time in military hours, or enter a hyphen (-) to close the library.
- If prompted, enter the closing time in military hours.
You're asked if the values are correct.
- Enter "Y" if the values are correct.

An exception is created for each date in the range you specified. Note that the Past Year columns are completed automatically.

After you add an exception, the system should put it in chronological order.

4. Enter "F" to file your changes. You're asked if you want to update the daily calendar. Enter "Y".
5. You're asked if you want to copy your regular hours to other accounts. Say "N"; Say "N" to the question of copying around exception hours as well; then call Susan.

Changing or Deleting Existing Exceptions (ULH)

After you make an exception to your regular hours, you can still change or delete the exception. For example, suppose you planned to close the library for remodeling, but now you have to reschedule. You can change the dates for the remodeling or delete the exception altogether.

1. Enter "ULH" (Update Library Hours) at any Circulation Menu.
2. Press return. The exception hours screen appears.
3. To delete an exception
 - Enter "D" and the exception's line number.

- Enter the exception's line number.
- For each date or time, enter a new value or press return to keep the old value.

After you change or delete an exception, the system puts the exceptions in chronological order.

4. Enter "F" to file your changes, "Y" to update calendar, and answer "N", "N", then call Susan to copy around your calendar hours.

Emergencies Beyond the Exceptions

If you have changes in closed days that come up suddenly, such as snow days, closure for remodeling, broken water pipes, or illness, these are NOT handled in the calendar, particularly if they are not planned for (and last time I checked even the Weather Bureau couldn't get snow days predicted very accurately!) These are considered exceptional CHECKINs, and you will use various options in CKI, "o"ptions to set these exceptional days, for two reasons: 1), they are not "scheduled" and approved days for which you are intentionally scheduling material to "not become due" on a date you are closed; and 2) snow days, closed days for illness already have materials in the system with due dates for them, so they are handled through various procedures in CKI. So, please DO NOT USE THE CALENDAR (ULH) for snow days or closed days that are emergencies. Deleting the day out of the calendar will not stop the overdues! If you have questions about the emergency days and how to check in after a closure, please contact Susan asap before checking any material in on the day AFTER the emergency! :_)

System Administrator Surprise

Once a year, you have to update your calendar for the sake of the computer. This magic date is January 1. January 1 is the worst possible time because particularly if you're in session on January 2, *nothing* can happen until you update your calendar: no bookdrop checkins, no cataloging, no circ processing, nothing.

On January 1, or as soon thereafter as someone can arrive on site and update the hours, what you must do to get yourself going is move all your dates previous to January 1 to the next year. Therefore, the fastest way to update your calendar is to go to the Dec 31 <oldyear> date and change the current date to Dec 31 <newyear> causing the previous date to default to <oldyear>. This needs to be done for all dates still on the calendar before January 1.

If you have any questions about the calendar or ULC, contact Susan, Marsha or Heather: all are adept at System Administrator Surprise!