

Standard Opening Hours

Impact on Due Dates

A library's Standard Opening Hours along with other events in their calendar can affect item due dates and renewal dates. It is good practice to review the Standard Opening Hours each semester when you may be adding specific events, exceptions or holidays.

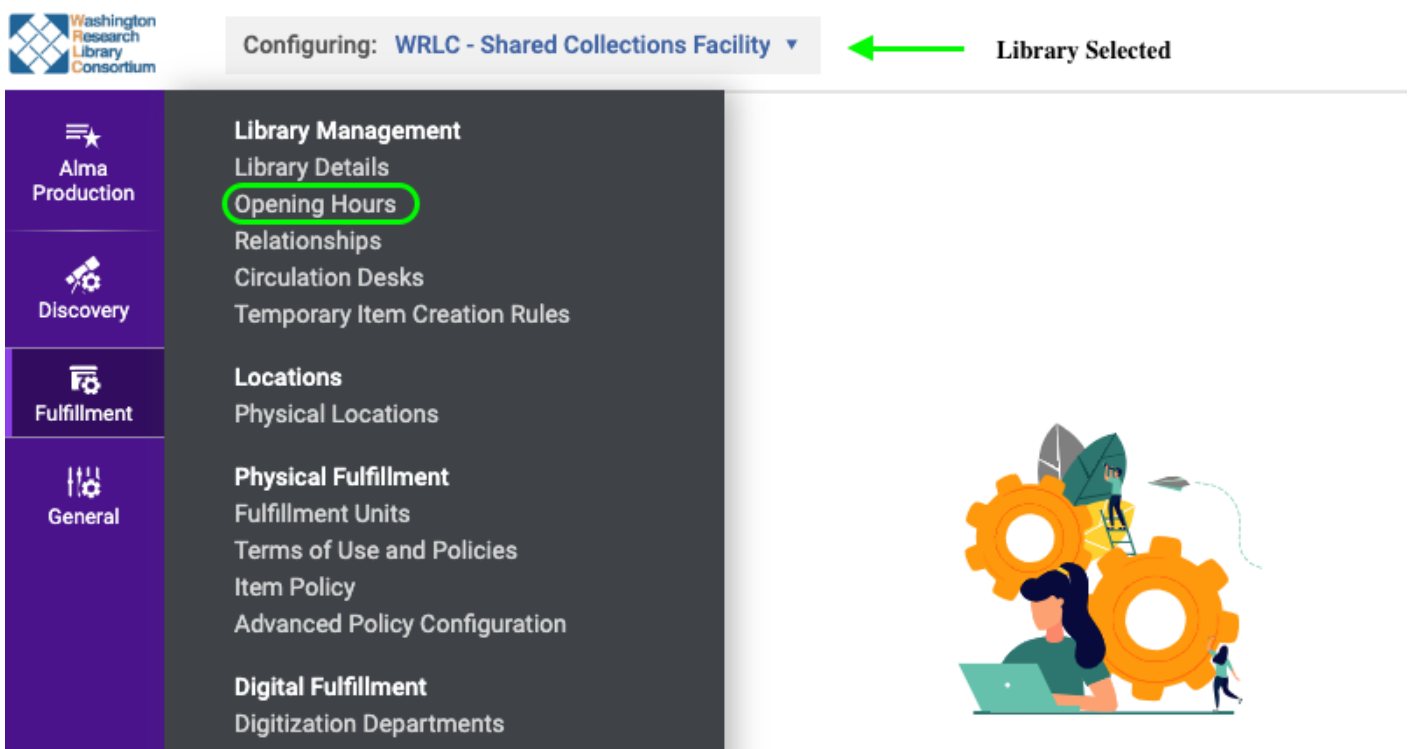
A library's Standard Opening Hours are always set at the library level. (They do not "inherit" from the institutional calendar.) The "Valid from" date to the "Valid to" date is set to 3 years. If the "Valid to" date is approaching, this can shorten due dates for items that would otherwise get a much longer loan period.

The procedure to update the "Valid to" dates in your library's calendar is fairly simple. You must have the role of Fulfillment Administrator (or General Administrator).

Updating the Standard Opening Hours

The following procedure assumes that you have the role of Fulfillment Administrator (or General Administrator) and you have selected a valid Library from the top of the Configuration page.

Go To: **Alma --> Configuration --> Fulfillment --> Library Management --> Opening Hours**



The screenshot shows the Alma Configuration interface. At the top left is the Washington Research Library Consortium logo. The main header area displays "Configuring: WRLC - Shared Collections Facility" with a dropdown arrow. To the right, a green arrow points to the text "Library Selected". Below this is a dark sidebar menu with the following categories and items:

- Alma Production**
- Discovery**
- Fulfillment**
 - Library Management
 - Library Details
 - Opening Hours** (highlighted with a green circle)
 - Relationships
 - Circulation Desks
 - Temporary Item Creation Rules
 - Locations
 - Physical Locations
 - Physical Fulfillment
 - Fulfillment Units
 - Terms of Use and Policies
 - Item Policy
 - Advanced Policy Configuration
 - Digital Fulfillment
 - Digitization Departments
- General**

On the right side of the screenshot, there is an illustration of a person sitting at a desk with a laptop, surrounded by large orange gears and a green leaf, symbolizing technology and environmental sustainability.

Find the calendar entries of type "Standard opening hours". (You can arrange the record types alphabetically by clicking on the Record type column header.) Select the ellipsis at the right of the first entry.

Configuring: WRLC - Shared Collections Facility

Calendar Management

WRLC - Shared Collections Facility

Summary Contact Information Calendar Management IP Definitions

Full Calendar Apply Changes Import Add Record

Inherited	Record type	Valid from	Description	To hour	Valid to	From hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Monday	Open
2	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Tuesday	Open
3	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Wedne...	Open
4	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Thursd...	Open

Select Edit on the first Standard opening hours entry.

Configuring: WRLC - Shared Collections Facility

Calendar Management

WRLC - Shared Collections Facility

Summary Contact Information Calendar Management IP Definitions

Full Calendar Apply Changes Import Add Record

Inherited	Record type	Valid from	Description	To hour	Valid to	From hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Sunday	Open
2	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Mo	Remove

Select Save. This will automatically update the "from" and "to" date. (You do not need to make any changes.)

Alma Production

Discovery

Fulfillment

General

Calendar Management

Cancel Save

WRLC - Shared Collections Facility

Organization Path 01WRLC.01WRLC_S...
 Unit Type Description -
 Code SCF

Add Record

Record type * Standard opening hours

Day of week * Sunday

From hour (HH:mm) * 09:00

To hour (HH:mm) * 17:00

17:00

Repeat this for the remaining 6 Standard Opening Hours entries.

As with all calendar updates, "Apply Changes"!

Washington Research Library Consortium

Configuring: WRLC - Shared Collections Facility

Alma Production

Discovery

Fulfillment

General

Calendar Management

Cancel Save

WRLC - Shared Collections Facility

Summary Contact Information Calendar Management IP Definitions

Full Calendar Apply Changes Import + Add Record

Inherited	Record type	Valid from	Description	To hour	Valid to	From hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Monday	Open

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Created 4 June 2024 23:17:57 by Kathy Kilduff

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