

## Library Calendar/Hours

It is important to update the Library Manager calendar regularly, as the system uses it to assign due dates, calculate fines, manage holds, and report circulation statistics. To ensure that Library Manager's calculations are accurate, it is ideal to mark closed dates for the entire school year, either at the end of the previous school year or the first day library staff return at the beginning of the new school year. The Destiny Administrator can set up the calendar for the whole district, or librarians can edit their individual site calendars.

### Using your school or library's calendar, mark at least one closed date in the Library Manager calendar.

1. Select **Admin > Calendar/Hours**.
2. Closed dates are marked "Closed" and highlighted in gray. By default, all Saturdays and Sundays are marked closed. To close another day of the week for every week of the year, click the **Closed: Sundays, Saturdays** link in the lower left-hand corner, and select the closed day of the week.
3. To close additional dates, click each date's link. This changes the date to "Closed." To navigate to another month, select the forward or back arrows beside the name of the month at the top of the calendar. Or, select the **View (Year)** link in the lower-right corner to view an annual calendar. Clicking the name of a month advances the calendar to that month.

**Note:** If you click a date by mistake, click it again to toggle back to the "open" status.

4. Select the hours link beneath the calendar to enter the normal opening and closing times for the library. If your library has a Circulation Type with an hourly circulation period, Library Manager uses the library hours to compute the time a resource is due when it is checked out.

[How do I... ?](#)

Today << August 2021 >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Closed	2	3 Closed	4 Closed	5 Closed	6 Closed	7 Closed
8 Closed	9	10 Closed	11 Closed	12 Closed	13 Closed	14 Closed
15 Closed	16	17 Closed	18 Closed	19 Closed	20 Closed	21 Closed
22 Closed	23	24	25	26	27	28 Closed
29 Closed	30 Closed	31				

Closed: Sunday, Saturday      Hours: 8:00 AM - 4:00 PM      View 2021

If there is an unscheduled closed day (such as a bad weather day), the date can be marked closed retroactively as soon as school opens again. While the due dates for checked-out items do not change, Library Manager does not assess fines for items due on dates that were closed retroactively. Library Manager counts only open days when calculating fines.

#### Next Steps:

After the training, I need to do the following to finish setting up the library calendar: