Calendars on Voyager

Calendars are written for each library that circulates. They are based on the libraries' opening hours throughout the year. They need to be correct at least 12 weeks in advance (longest loan period) ideally even longer.

We should in theory get a note of the calendars from the general office. This never works in practice. What we could do is start an access database on K: and get faculty librarians to update this with the correct dates. Then you could use that (we'll discuss).

We have set up two calendars for each location (there are 19 circ locations in all, therefore 38 calendars) One is called 'Term' the other 'Vac'. The term calendar takes effect from October to July. The vac is only July to October i.e. summer vacation only.
The other two vacations (Christmas/Easter) are taken care of using exception dates within the term calendars.

To change calendars:

<Sysadmin>

<System>

<Circulation calendars>

Highlight the calendar you want to edit

<edit calendar>

This should give you details of Hours and Exception dates.

Hours

Generally hours will stay mostly the same so they will not need to be changed. Most of the changes needed are done in Exeption dates.

Exception dates

For closed days and days which have odd opening hours you need to write an exception (one exception per day).

Closed days:

Click on **<Exception dates>**
<New exception>

add exception date
click **<closed>**
<ok>
(Note: for this to apply you have to click on **<apply>** you can wait until you have done all exceptions for that date before <apply>)

For days with opening hours different from the standard hours:
<New exception>
add date
<open>
add hours for each day
<ok>

<apply> (after all exceptions have been written for that calendar)