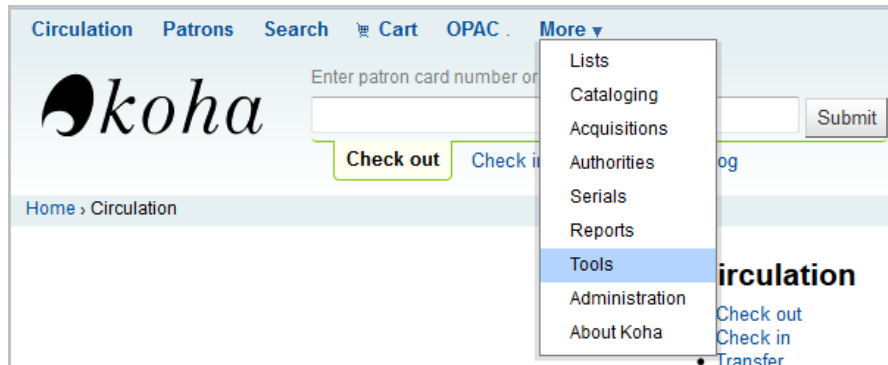




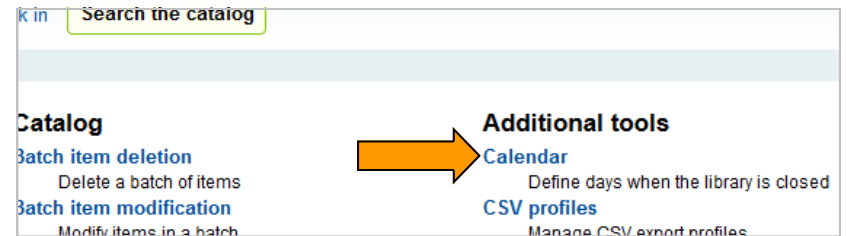
TOOLS

Accessing the Calendar

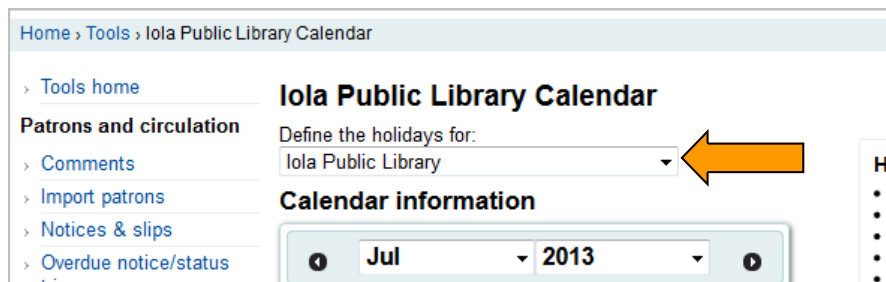
1. Click 'More' > 'Tools' on the top bar



2. Click 'Calendar' under 'Additional tools' on the right



3. Select your library from the dropdown



Remember

- 📄 The calendar tells the system when you will be closed
- 📄 The calendar controls whether fines are charged or not on certain days
- 📄 There are 4 types of holidays:
 - **Unique:** Holidays that change (i.e. Thanksgiving)
 - **Weekly:** Happens every week (i.e. closed Sundays)
 - **Yearly:** Happens every year (i.e. Christmas)
 - **Exception:** Overwrites holiday (i.e. open one Sunday)