



TOOLS

Adding Yearly Holidays to the Calendar

1. Click a date

For this example, our library will be closed on Christmas

Calendar information

Dec 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today

2. Fill in fields, Click 'Save'

Because this is a single date, we leave "To date:" blank.

For a yearly holiday, we'll check "Holiday repeated yearly on the same date".

Add new holiday

Library: SEKLS Rotation

From date: Wednesdays, 12/25/2013

To date :

Title:

Description:

Holiday only on this day. [?]
 Holiday repeated every same day of the week. [?]
 Holiday repeated yearly on the same date. [?]
 Holidays on a range. [?]
 Holidays repeated yearly on a range. [?]
 Copy to all libraries. [?]

Save Cancel

3. The holidays will show in orange and repeat every year

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Today

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)