

# Faculty Due Date Maintenance

Each IZ that participates in consortial lending will need to maintain this date on their calendars.

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# Faculty Due Dates

Each IZ that participates in consortial lending needs to maintain the fixed due date on their calendars for patrons in "wrlc user" user group with the "WRLC Faculty" job category. This is done 3 times a year so that Faculty can have loans that last the semester. The dates are changed about 6 weeks prior to the expiration of the current due date.

The designated due dates are January 31st for the Fall semester, May 31st for the Spring semester, and September 30th for the Summer sessions.

The dates are changed on the following schedule:

January 31 due date is set on about August 15th.

May 31st due date is set on about December 15th.

September 30th due date is set on about April 15th.

# Procedure: Update the Faculty Due Date

The following procedure assumes that the "End of Term WRLC Faculty" date is configured at and inherited from the Institution's Calendar. All Libraries under the IZ that have this date on their calendar will be updated by the procedure below.

If you do not have this date configured on the Institution Calendar, you will need to select the individual Libraries that have this date and update them individually following the same basic procedure except at the Library level.

**Go To: Alma --> Configuration --> General --> Libraries --> Add a Library or Edit Library Information**

Select the Calendar Management tab. Click on the ellipsis to Edit the "End of Term WRLC Faculty" date. Select Edit.

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Resources

Discovery

Fulfillment

User Management

General

Configuring: Shared Collections Facility

Calendar Management

Cancel Save

Shared Collections Facility

SummaryLibrariesContact InformationCalendar Management

Full CalendarApply ChangesImportAdd Record

Inherited	Record type	Description	Valid from	From hour	To hour	Recurrenc e	Recurrenc e Type	Day Of Week	Status
1	Event	End of Term WRLC Faculty	01/31/2024	-	-	-	No	-	Open

EditRemove

Click on the calendar button on the right. Select the new "End of Term WRLC Faculty" date. Then Save.

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Cancel

Save

Shared Collections Facility

Add Record

Record type \*

Event

Recurrence

☐

Fixed date description \*

End of Term WRLC Faculty

Date \*

01/31/2024

Select Month

January

2024

Su

Mo

Tu

We

Th

Fr

Sa

31

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11

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24

25

26

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31

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10

Hour (HH:mm)

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After saving, make sure that you "Apply Changes"!

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Full Calendar

Apply Changes

Import

Inherited	Record type	Description	Valid from	From hour	To hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Event	End of Term WRLC Faculty	01/31/2024	-	-	-	No	-	Open

Please note that the changes have not been applied yet. To apply calendar changes press Apply Changes.

You will be notified once you submitted the job to apply the changes.

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Apply Changes

Import

Inherited	Record type	Description	Valid from	From hour	To hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Event	End of Term WRLC Faculty	01/31/2024	-	-	-	No	-	Open

Your request to apply calendar changes has been submitted. Job ID 9542023700004617

The "End of Term WRLC Faculty" date is now updated.



# Procedure: Update the Faculty Due Date

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Configuring: Shared Collections Facility

Calendar Management

Cancel Save

Shared Collections Facility

Add Record

Record type \* Event

Recurrence ☐

Fixed date description \* End of Term WRLC Faculty

Date \* 01/31/2024

Hour (HH:mm)

Select Month

January 2024

Su Mo Tu We Th Fr Sa

31 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 5 6 7 8 9 10

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After saving, make sure that you "Apply Changes"!

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Calendar Management

Cancel Save

Shared Collections Facility

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Full Calendar Apply Changes Import

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Inherited	Record type	Description	Valid from	From hour	To hour	Recurrence	Recurrence Type	Day Of Week	Status
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You will be notified once you submitted the job to apply the changes.

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Configuring: Shared Collections Facility

Calendar Management

Cancel Save

Shared Collections Facility

Summary Libraries Contact Information Calendar Management

Full Calendar Apply Changes Import

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