

# Standard Opening Hours Maintenance

Each IZ will at some point (less than every 3 years) need to update their Standard Opening Hours.

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# Standard Opening Hours - impact on yours and partner's patron's due dates

A library's Standard Opening Hours along with other events in their calendar can affect item due dates and renewal dates. It is good practice to review the Standard Opening Hours each semester when you may be adding specific events, exceptions or holidays.

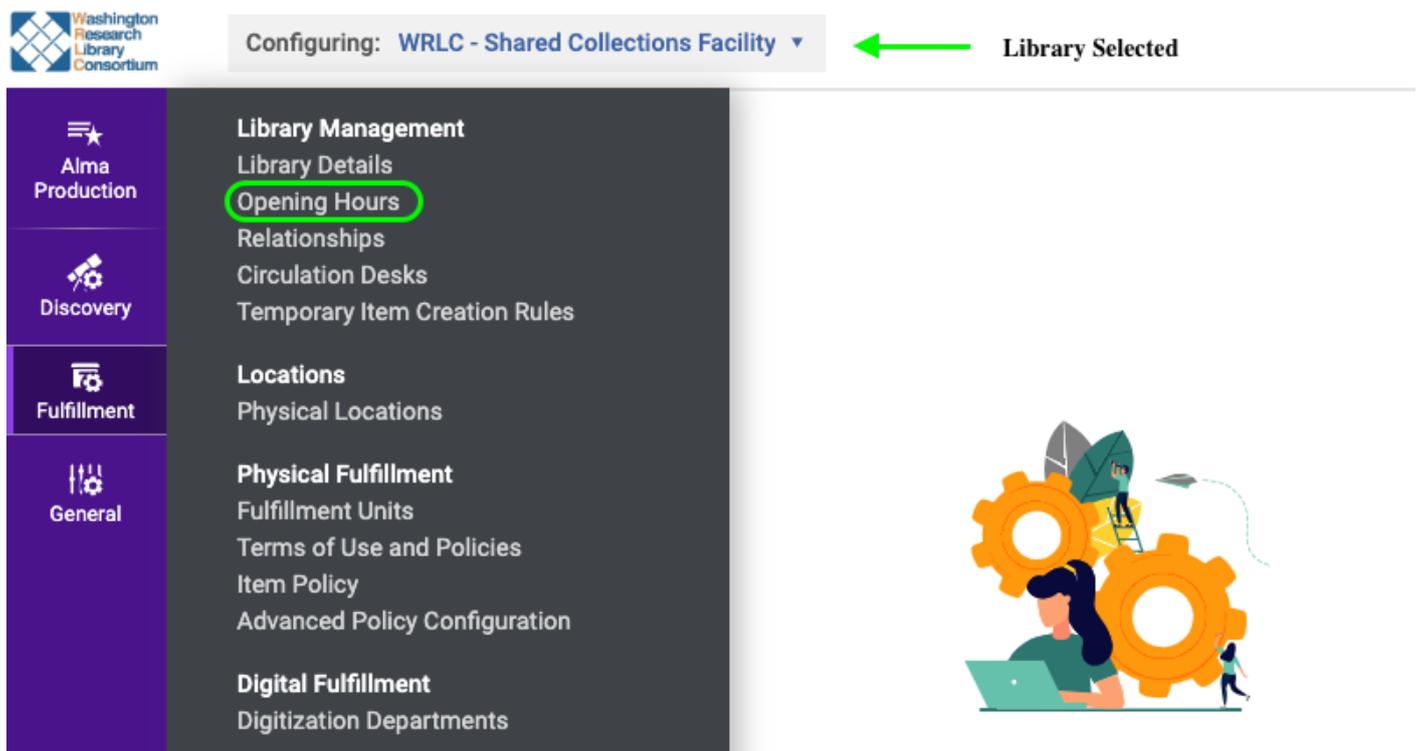
A library's Standard Opening Hours are always set at the library level. (They do not "inherit" from the institutional calendar.) The "Valid from" date to the "Valid to" date is set to 3 years. If the "Valid to" date is approaching, this can shorten due dates for items that would otherwise get a much longer loan period.

The procedure to update the "Valid to" dates in your library's calendar is fairly simple. You must have the role of Fulfillment Administrator (or General Administrator).

# Procedure: Update the Standard Opening Hours

The following procedure assumes that you have the role of Fulfillment Administrator (or General Administrator) and you have selected a valid Library from the top of the Configuration page.

**Go To:** Alma --> Configuration --> Fulfillment --> Library Management --> Opening Hours



The screenshot shows the Alma Configuration interface. At the top left is the Washington Research Library Consortium logo. To its right, a breadcrumb trail reads "Configuring: WRLC - Shared Collections Facility" with a dropdown arrow. A green arrow points from the text "Library Selected" to this breadcrumb. Below the breadcrumb is a dark sidebar menu with four main sections: "Alma Production", "Discovery", "Fulfillment", and "General". Under the "Fulfillment" section, the "Opening Hours" option is highlighted with a red circle. To the right of the sidebar is a white area containing an illustration of a person working on a laptop with large orange gears and a graduation cap.

Find the calendar entries of type "Standard opening hours". (You can arrange the record types alphabetically by clicking on the Record type column header.) Select the ellipsis at the right of the first entry.

## Calendar Management

Cancel Save

WRLC - Shared Collections Facility

Summary Contact Information Calendar Management IP Definitions

Full Calendar Apply Changes Import Add Record

Inherited	Record type	Valid from	Description	To hour	Valid to	From hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Monday	Open
2	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Tuesday	Open
3	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Wednesday	Open
4	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Thursday	Open

Select Edit on the first Standard opening hours entry.

## Calendar Management

Cancel Save

WRLC - Shared Collections Facility

Summary Contact Information Calendar Management IP Definitions

Full Calendar Apply Changes Import Add Record

Inherited	Record type	Valid from	Description	To hour	Valid to	From hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Sunday	Open
2	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Monday	Open

Select Save. This will automatically update the "from" and "to" date. (You do not need to make any changes.)

Alma Production

Discovery

Fulfillment

General

## Calendar Management

Cancel Save

WRLC - Shared Collections Facility

Organization Path 01WRLC.01WRLC\_S...  
 Unit Type Description -  
 Code SCF

Add Record

Record type \* Standard opening hours

Day of week \* Sunday

From hour (HH:mm) \* 09:00

To hour (HH:mm) \* 17:00

17:00

Repeat this for the remaining 6 Standard Opening Hours entries.

As with all calendar updates, "Apply Changes"!

Washington Research Library Consortium

Configuring: WRLC - Shared Collections Facility

Alma Production

Discovery

Fulfillment

General

## Calendar Management

Cancel Save

WRLC - Shared Collections Facility

Summary Contact Information Calendar Management IP Definitions

Full Calendar Apply Changes Import + Add Record

Inherited	Record type	Valid from	Description	To hour	Valid to	From hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Monday	Open