

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



Configuring: WRLC - Shared Collections Facility ▾



Library Selected

Alma Production

Discovery

Fulfillment

General

Library Management

Library Details

Opening Hours

Relationships

Circulation Desks

Temporary Item Creation Rules

Locations

Physical Locations

Physical Fulfillment

Fulfillment Units

Terms of Use and Policies

Item Policy

Advanced Policy Configuration

Digital Fulfillment

Digitization Departments



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	Recurren ce	Recurren ce 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
2	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Tuesday	Open
3	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Wedne...	Open
4	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Thursd...	Open

Select Edit on the first Standard opening hours entry.

Calendar Management

Cancel

Save

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Inherited	Record type	Valid from	Description	To hour	Valid to	From hour	Recurren ce	Recurren ce 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	-	Sunday	Open
2	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Mon	Remove

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

CancelSave

WRLC - Shared Collections Facility

Organization	Library	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

Revision #6