

# CLS/AFN

Common policies and task related to consortial lending and borrowing.

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# Faculty Due Date Maintenance

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.

Washington Research Library Consortium

Configuring: Shared Collections Facility

Calendar Management

Shared Collections Facility

Summary Libraries Contact Information **Calendar Management**

Full Calendar Apply Changes Import + Add Record

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

Edit Remove

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

Washington Research Library Consortium

Configuring: Shared Collections Facility

Calendar Management

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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Alma  
Production

Acquisitions

Resources

Discovery

Fulfillment

User  
Management

< Calendar Management

Cancel Save

Shared Collections Facility

SummaryLibrariesContact InformationCalendar Management

Full CalendarApply ChangesImp

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

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

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

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User

< Calendar Management

Cancel Save

Shared Collections Facility

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Full CalendarApply ChangesImp

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

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

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

# Consortial Partners in CLS/AFN

## Lending and Borrowing Partners

These partners are configured in the ROTA for the "Consortium Book Borrowing"

- American University - 01WRLC\_AMU
- Catholic University of America - 01WRLC\_CAA
- Gallaudet University - 01WRLC\_GAL
- George Mason University - 01WRLC\_GML
- Georgetown University - 01WRLC\_GUNIV
- George Washington University - 01WRLC\_GWA
- Howard University - 01WRLC\_HOW
- Marymount University - 01WRLC\_MAR
- University of the District of Columbia - 01 WRLC\_DOC
- Washington Research Library Consortium (SCF) - 01WRLC\_SCF

## Borrowing Partners\*

- American University, Washington College of Law - 01WRLC\_AMULAW
- Catholic University of America, Columbus School of Law - 01WRLC\_CUALAW
- Georgetown University Law Center - 01WRLC\_GUNIVLAW
- George Washington University School of Medicine and Health (Himmelfarb Health Sciences Library) - 01WRLC\_GWAHLTH
- George Washington University Law School (Jacob Burns Law Library) - 01WRLC\_GWALAW
- University of the District of Columbia, David A. Clarke School of Law - 01WRLC\_DOCLAW
- Trinity Washington University - 01WRLC\_TRN

\*Borrowing partners do not lend via CLS although they may lend via ILL requests and other methods.