

# CLS Faculty Due Date Updates

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 time 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

## Update “End of Term WRLC Faculty”

Alma → Configuration → General → Libraries → Add a Library or Edit Library Information (You can do this at the IZ level.)

Select Calendar Management Tab:

Alma Configuration

Calendar Management

Howard University

Organization Unit Type Code: 01WRLC\_HOW

Path Description: 01WRLC.01WRLC\_HOW Howard University

Summary Libraries Contact Information **Calendar Management**

Full Calendar Apply Changes Import Add Record

Inherited	Record type	Description	Valid from	Valid to	From hour	To hour	Recurrent	Recurrent Type	Day Of Week	Status
...	Event	Day Before Exam Period	04/22...	-	23:00	-	No	-	-	Open
...	Event	End of Term - Spring 2019	05/09...	-	-	-	No	-	-	Open
...	Event	End of Summer 2019	08/16...	-	-	-	No	-	-	Open
...	Event	End of Term WRLC Faculty	09/30...	-	-	-	No	-	-	Open

Edit Remove

Edit, Select new date, then save:

Calendar Management

Howard University

Organization Unit Type Code: 01WRLC\_HOW

Path Description: 01WRLC.01WRLC\_HOW Howard University

Add Record

Record type: Event

Recurrence: ☐

Fixed date description: End of Term WRLC Faculty

Date: 09/30/2019

Hour (HH:mm)

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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

“Apply Changes”:

Calendar Management

CancelSave

Howard University

Organization Unit Type Code

Institution

Path

Description

01WRLC.01WRLC\_HOW

Howard University

1

2

3

4

Summary

Libraries

Contact Information

Calendar Management

Full Calendar

Apply Changes

Import

+ Add Record

Inherited	Recon type	Description	Valid from	Valid to	From hour	To hour	Recurrer	Recurr Type	Day Of Week	Status
1	Event	End of Year	05/30...	-	-	-	No	-	-	Open
2	Event	End of Term - Fall 2018	12/14...	-	-	-	No	-	-	Open

After you have saved, don't forget to “Apply Changes” to push the new date to Alma:

Calendar Management

CancelSave

Howard University

Organization Unit Type Code

Institution

Path

Description

01WRLC.01WRLC\_HOW

Howard University

1

2

3

4

Summary

Libraries

Contact Information

Calendar Management

Full Calendar

Apply Changes

Import

+ Add Record

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

Inherited	Recon type	Description	Valid from	Valid to	From hour	To hour	Recurrer	Recurr Type	Day Of Week	Status
1	Event	End of Year	05/30...	-	-	-	No	-	-	Open

Revision #2

Created 2 April 2025 14:58:59 by Angelique Carson

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