

# 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 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.

## 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.

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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"!

Configuring: Shared Collections Facility
?

Alma Production

Acquisitions

Resources

Discovery

Fulfillment

User Management

Calendar Management

Shared Collections Facility

Summary Libraries Contact Information Calendar Management

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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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

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

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

Revision #4

Created 16 October 2023 18:00:56 by Kathy Kilduff

Updated 2 November 2023 19:41:54 by Joel Shields