

# 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.

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User Management
General

< Calendar Management
Cancel
Save

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"!

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Cancel

Save

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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<br>e | Recurrenc<br>e Type | Day Of<br>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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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<br>e | Recurrenc<br>e Type | Day Of<br>Week | Status |
|-----------|-------------|--------------------------|------------|-----------|---------|----------------|---------------------|----------------|--------|
| 1         | Event       | End of Term WRLC Faculty | 01/31/2024 | -         | -       | -              | No                  | -              | Open   |

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

Revision #5

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

Updated 15 April 2025 13:29:13 by Angelique Carson