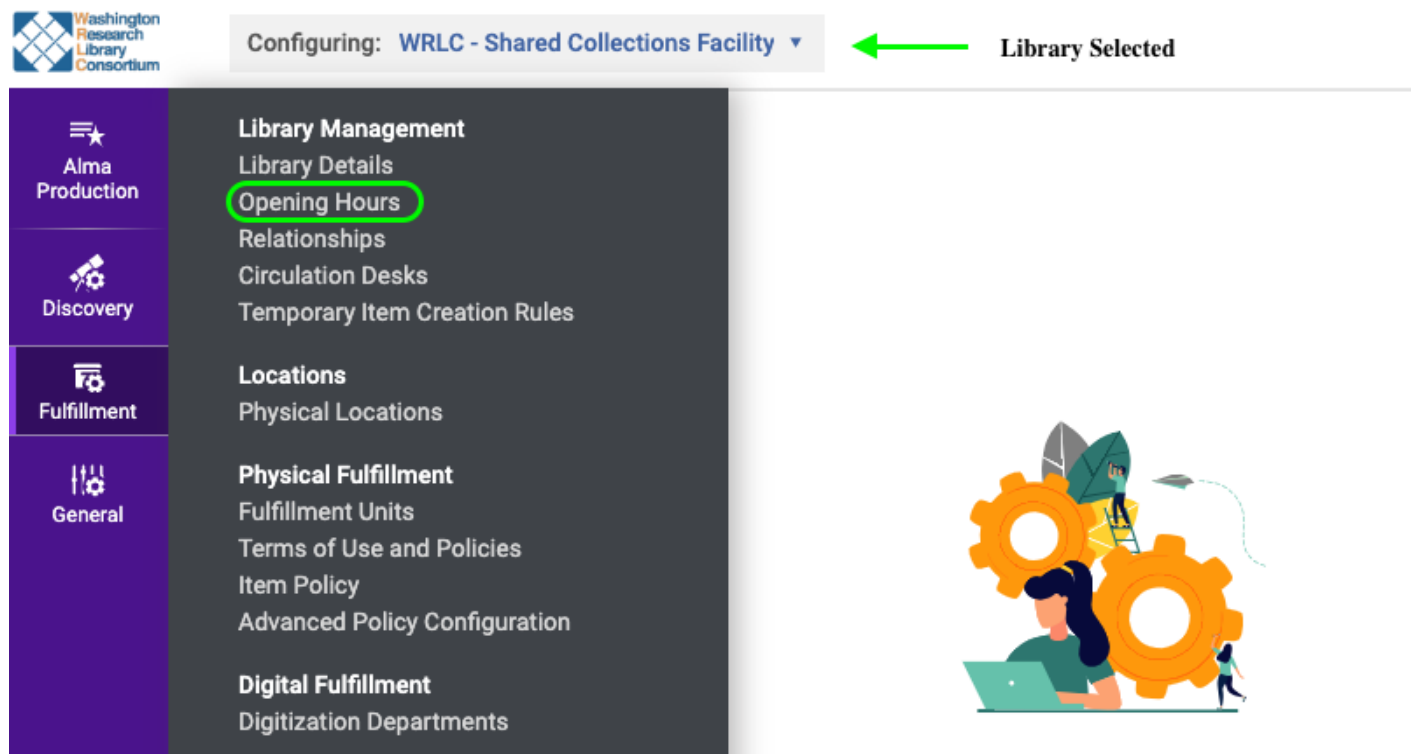


# Procedure: Update the Standard Opening Hours

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



The screenshot shows the Alma Configuration interface. At the top left is the Washington Research Library Consortium logo. To its right is a dropdown menu labeled "Configuring: WRLC - Shared Collections Facility" with a green arrow pointing left to the text "Library Selected". Below this is a sidebar with four main categories: Alma Production, Discovery, Fulfillment, and General. The Fulfillment category is selected, and its sub-menu is displayed on the right. The sub-menu items are: 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), and Digital Fulfillment (Digitization Departments). The "Opening Hours" item is highlighted with a green circle.

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	Recurrence	Recurrence Type	Day Of Week	Status
1	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Monday	Open
2	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Tuesday	Open
3	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Wednesday	Open
4	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Thursday	Open

Select Edit on the first Standard opening hours 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	Recurrence	Recurrence Type	Day Of Week	Status
1	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Sunday	Open
2	Standard opening hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Monday	Open

Edit

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

Cancel

Save

WRLC - Shared Collections Facility

Organization

Library

Path

01WRLC.01WRLC\_S...

Unit Type

Code

SCF

Description -

Add Record

Record type \*

Standard opening hours

Day of week \*

Sunday

From hour (HH:mm) \*

09:00

To hour (HH:mm) \*

17:00

17:00

Repeat this for the remaining 6 Standard Opening Hours entries.

As with all calendar updates, "Apply Changes"!

Washington Research Library Consortium

Configuring: WRLC - Shared Collections Facility

?

Alma Production

Discovery

Fulfillment

General

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	Recurrence	Recurrence 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	...

Revision #6

Created 4 June 2024 19:17:57 by Kathy Kilduff

Updated 21 February 2025 14:15:32 by Kathy Kilduff