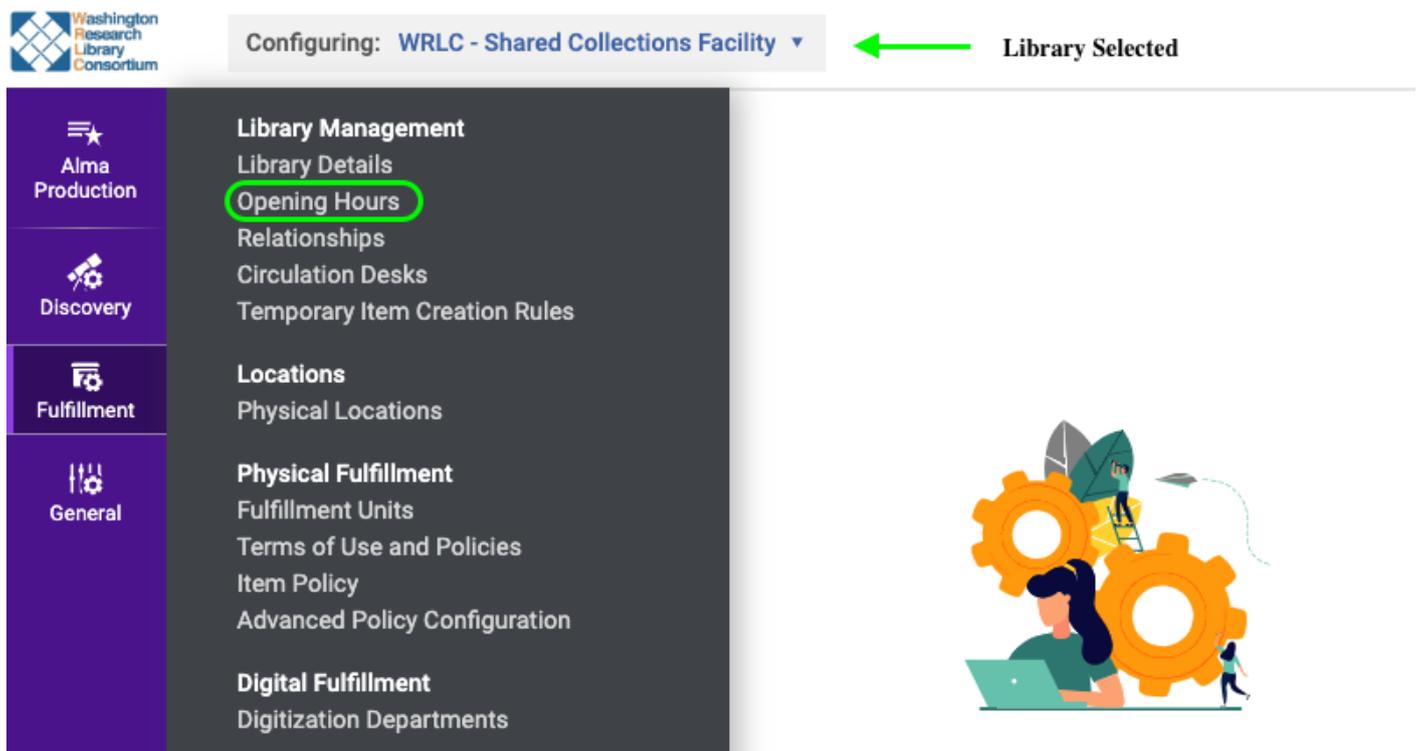


# Procedure: Update the Standard Opening Hours

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, a dropdown menu shows "Configuring: WRLC - Shared Collections Facility" with a green arrow pointing to it and the text "Library Selected". Below this is a dark grey navigation sidebar with four main sections: "Alma Production", "Discovery", "Fulfillment", and "General". Under the "Fulfillment" section, the "Opening Hours" option is highlighted with a green circle. To the right of the sidebar, a list of options is visible under "Library Management": "Library Details", "Opening Hours", "Relationships", "Circulation Desks", and "Temporary Item Creation Rules". Below this list, there are sections for "Locations", "Physical Fulfillment", and "Digital Fulfillment". An illustration of a person working at a laptop with gears and a satellite dish is positioned to the right of the navigation menu.

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	Recurren ce	Recurren ce 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
2	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Tuesday	Open
3	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Wedne...	Open
4	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Thursd...	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	Recurren ce	Recurren ce 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	-	Sunday	Open
2	Stand... openi... hours	04/14/2022	Open 09:00-17:00	17:00	04/14/2025	09:00	Yes	-	Mo	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 Path 01WRLC.01WRLC\_S...  
 Unit Type Description -  
 Code SCF

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

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