SEKnFIND Tools

Adding Unique Holidays to the Calendar

1. Click a date

For this example, our library will be closed on Thanksgiving. We must designate a unique date because Thanksgiving is on a different date each year.
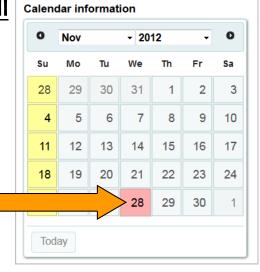
Calendar information

◉ Nov ▾ 2012 ▾ ◉

Su	Mo	Tu	We	Th	Fr	Sa
28	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	1

Today

2. Fill in fields, Click 'Save'

Add new holiday

Library: Iola Public Library
From date: Wednesdays, 11/28/2012
To date :
Title:
Thanksgiving
Description:

◉ Holiday only on this day. [?]
◯ Holiday repeated every same day of the week. [?]
◯ Holiday repeated yearly on the same date. [?]
◯ Holidays on a range. [?]
◯ Holidays repeated yearly on a range. [?]
☐ Copy to all libraries. [?]

Save   Cancel

Because this is a single holiday, we leave "To date:" blank.

For a unique holiday, we'll check "Holiday only on this day".

3. The holiday will show in red and only occur once

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Today

Remember

- The calendar tells the system when you will be closed

- The calendar controls whether fines are charged or not on certain days

- There are 4 types of holidays:
  - **Unique:** Holidays that change (i.e. Thanksgiving)
  - **Weekly:** Happens every week (i.e. closed Sundays)
  - **Yearly:** Happens every year (i.e. Christmas)
  - **Exception:** Overwrites holiday (i.e. open one Sunday)