



Tools

Adding Weekly Holidays to the Calendar

1. Click a date

For this example, our library will be closed every Sunday

Calendar information

May 2013

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	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

Today

2. Fill in fields, Click 'Save'

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

For a weekly holiday, we'll check "Holiday repeated every same day of the week".

Add new holiday

Library: SEKLS Rotation

From date: Sundays, 4/28/2013

To date:

Title:

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

3. The holidays will show in yellow and repeat every week

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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)