

Sirsi Circulation – Setting Holiday Due Dates

When checking out or renewing an item, you can **set a special due date** and time for checkouts/renewals before scanning the item(s). Special due dates and times are typically used when special circumstances require the normal loan period to be extended, such as for holidays.

Example of one week (5 day) loan – Students come to the library once a week on a regular schedule (ex: every Monday). If the library is closed on a given Monday, students will not come to the library until the NEXT Monday the library is open.

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
Due Jan. 10 Normal Checkin	Due Jan. 11 Normal Checkin	Due Jan. 12 Normal Checkin	Due Jan. 13 Normal Checkin	Due Jan. 14 Normal Checkin
10	11	12	13	14
Due Jan 20 th No school on the 17 th - next open day is Jan. 20 Set Special Due date for item to be due on Jan. 24 th	Due Jan 20 th No school on the 18 th – next open day is Jan. 20 Set Special Due date for item to be due on Jan. 25 th	Due Jan 20 th No school on the 19 th - next open day is Jan. 20 Set Special Due date for item to be due on Jan. 26 th	Due on the 20 th Normal Checkin	Due on the 21 st Normal Checkin
17	18	19	20	21
No School	No School	No School	Normal Checkin	Normal Checkin
24	25	26	27	28
Normal Checkin	Normal Checkin	Normal Checkin	Normal Checkin	Normal Checkin

- Sirsi looks at calendar dates, not school dates, to determine the due date.
- If school is closed on the day an item would normally be due, it becomes due on the first open date after that. If the students will not return to the library until the “next” Monday, etc., use the Special Due Date helper (in the Checkout wizard) to set the due date for the date they will return to the library. This can be set for the whole class/whole day.

In the Checkout wizard, select the Special Due Date Helper.



1. Use the Calendar gadget to **select a date** in the Special Due Date field.
2. Select how long you want this date effective.
 - **From now on** – the date selected will remain in effect for all users until the Checkout wizard is closed or the Clear Date action button is pressed. This date will display on the checkout screen.
 - **For this user only** – the date selected will affect all the items this user checks out.
 - **For this checkout only** – the date selected will affect only this one item.

3. After returning to the checkout or renewal process, **scan** the item's barcode in the Item ID field. The special due date will display above that field for all users until the date is cleared.

Sirsi Circulation – Calamity Days

How to handle a Calamity Day if you do not charge overdue fines

If you do not charge fines, you do not need to be as concerned about overdue items following a calamity day, but understand that your overdue reports may be off depending on the time they are generated on the day following the calamity day.

How to handle a Calamity Day if you do charge overdue fines

At the time the items are checked out, a "due date" is calculated and that date is stored as part of the charge record. Once the charge record has been created, the due date is not affected by a calendar change. Items that were due on a day that school was closed for a calamity day will still be due on that date because that's what's stored on the charge record. In other words, the due date on existing checkouts is not extended when additional closed days are marked on the calendar.

IF YOU CHARGE OVERDUE FINES, it is recommended that you **use the Book Drop wizard** (See Special Circulation Section of Handbook) when you return to school following a calamity day,

and set the date back to a prior date (i.e.: last date library was open) when checking in items for that day. That way, things that were due the day before (on the calamity day) but couldn't be returned because school was closed, will not be considered overdue on this "special" return day and will not have the overdue fine charged.

It is also recommended the calamity day be entered as a closed day on the library calendar so that this day is "omitted" from fine assessment for those items returned later.

If you DO NOT CARE about charging overdue fines following a calamity day, you can use the FINE FREE CHECKIN wizard, which will check the item in without charging any fine.

Sirsi Circulation – Calamity Day due dates

Example of one week (5 day) loan

Mon	Tue	Wed	Thu	Fri
3 Due Jan. 10 Normal Checkin	4 Due Jan. 11 Normal Checkin	5 Due Jan. 12 Normal Checkin	6 Due Jan. 13 Normal Checkin	7 Due Jan. 14 Normal Checkin
10 Snow Day	11 Items due Jan 10 Mark Snow Day closed on the library calendar AND Use Fine Free Checkin OR Set Bookdrop for Jan 10	12 Normal Checkin (overdue items will NOT be charged for Jan 10 th)	13 Normal Checkin	14 Normal Checkin

- Sirsi looks at calendar dates, not school dates, to determine the due date.
- If school is unexpectedly closed after an item is checked out, the item due date does not change.
- Mark the Calamity day as a closed day on the library calendar so fines will not be assessed after the special check-in day. NOTE: This requires the Unicorn services to cycle for this policy change to be enacted.
- On the day following the calamity day use the Fine Free Check In wizard or the Bookdrop Check In wizard so items won't be overdue.