

# End-of-year prep—Due dates

March 22nd, 2021

One of the first things you'll want to do in preparation for the end of the year is check your library's calendars and item policies. With Alexandria, you can set Period Due Dates and Hard Due Dates.

The screenshot shows the 'Calendars' section of the Alexandria system for 'Washington High School'. It features a calendar for May 2022. The date May 13th is highlighted with a dark blue background and labeled 'Period Due'. The interface includes a 'Show All' button, a 'SYSTEM - A/T/T' indicator, and 'Revert' and 'Save' buttons. A sidebar on the left lists 'Calendars' and 'Standard'. A note at the top states: 'Calendars are available for the current year, previous year, and three years in the future. You can create and assign custom calendars for each Patron Policy; this allows you to maintain calendars for groups of patrons who may be operating in different security groups or on different schedules.'

## Calendar Preferences

A **Period Due Date** is a date by which all items should be returned to the library. The circulation period before this date will be shortened so things are returned on time. If your due dates for the end of this year are already set, consider setting them for the following year while you're there.

## Policies

Meanwhile, a **Hard Due Date** is a special date assigned to some item policies. It overrides all other due dates, including Period Due Dates, and allows items to be checked out for an extended period of time.

The screenshot shows the 'Item Policy' interface for 'Fiction'. It includes tabs for 'Check Out', 'Overdue', and 'Other'. The 'Check Out' tab is active. The settings are as follows: Item Policy Short Code: FIC; Loan Fee: \$0.00; Default Replacement / Purchase Cost: \$20.00; Maximum Renewals for Item: 1; Hard Due Date: 05/13/2022; Statistics Group: Fiction. There is a 'Transaction Period' dropdown set to 7 and a 'Days' dropdown. A 'Notes' section is at the bottom. At the bottom of the interface are buttons for 'Add', 'Remove', 'Duplicate', and 'Rename', along with a settings gear icon.

## Version 7

Read through the [Due Dates](#) tab of our End-of-Year Procedures for instructions on how to check and set Period and Hard Due Dates. You can also see [Calendars](#) for more information. And don't forget about the [End of Year Procedures Workshop](#) as a helpful resource!

## Version 6

See the [Calendars & Period Due Dates](#) and [Hard Due Dates](#) sections of the End-of-Year Procedures. For more information, look through the [Calendar Preferences](#) page or consider watching the super helpful [End of Year Procedures Workshop](#) for v6.

## Before you go...

Feel free to contact our 24/7 Customer Support at 1-800-347-4942 or [support@goalexandria.com](mailto:support@goalexandria.com) if you need additional help or have questions about end-of-year prep. We wish you the best and hope you stay safe!



Still on version 6? [Learn about switching to Alexandria 7!](#)

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