

Winter (break) is coming! Are your period due dates set?

October 25, 2021

Miss Honey knows that after Halloween, winter break comes faster than an avalanche—and with it, the need for patrons to return everything before heading out for the holidays. Taking a few minutes to set her period due dates early will make life easier for Miss Honey and the rest of her library staff.

Washington High School

Calendars

Standard

Winter

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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Period Due	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Period due dates are fixed due dates that require items to be returned to the library, regardless of the loan period or any other circumstances. You can set as many period due dates as you need for your library in just two easy steps.

1. First, go to [Preferences>Calendars](#), and click twice on the calendar day that you want to set as the period due date.

Patron Policy

High Student

Check Out

Overdue

Other

Patron Policy Short Code:

HIGH

Alert When Charges Exceed

\$25.00

Maximum Loaned Items

10

Items Are Due On

Any day

Force

Use Calendar

Standard

Only Count Open Days in Loan Period

Apply Period Due Dates

Statistics Group

High Student

Notes

Add

Remove

Duplicate

Rename

- Second, go to [Preferences>Policies](#), and go through your patron policies to ensure that the "Apply Period Due Dates" box is selected for any policy you want it applied to.

When the period due dates are applied to your patron policies, the due dates for items will automatically be adjusted during checkout. This allows items to circulate for their normal circulation period, until it would extend past the specified period due date in the calendar. When the period due date is in place, the circulation period would be shortened to set the due date as the period due date. For example, if Rachel checks out *The Penderwicks* on December 3rd, and the checkout period is set to three weeks, the due date would be set to the period due date, December 17th, rather than the 24th.



If you apply the period due dates **after** you already have items checked out that exceed the period due date, you can run the [Recompute Due Dates](#) utility to apply the policy/calendar change. This utility will NOT apply to item policies that have a set Hard Due Date.

Read more [prepping for winter break](#) to stay ahead of the game!



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

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