

End-of-year tips: Due Dates

April 18th, 2022

The end of the school year is ticking closer every day—make sure your library is prepared by setting your library's Period Due Date and Hard Due Date. Alexandria makes it easy!



Calendar Preferences

A **Period Due Date** is the 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 the year are already set, consider setting them for the following year while you're there.

1. Go to [Preferences > Calendars](#).
2. Select a calendar from the list on the left.
3. Choose the date by which items should be returned, then click twice to set it as Period Due.
4. Repeat step 3 for each calendar.

Washington High School

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.

Standard

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

Policies

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.

1. Go to [Preferences > Policies](#).
2. Choose an Item Policy from the drop-down menu.
3. In the Check Out subtab, update or remove the Hard Due Date.

Item Policy Fiction ▼

Check Out Overdue Other

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 ▼

Transaction Period 7 Days


Notes

Add Remove Duplicate Rename

[End-of-Year Procedures](#) has more information on everything you need to end the year as stress-free as possible. You can also review the [Calendars](#) page, and watch our [End of Year Procedures Workshop](#). Have Seniors graduating? Check out [Seniors and Calendars](#) for more information.

If you need help with calendars, policies, or anything else in Alexandria, don't hesitate to reach out to our support staff at support@goalexandria.com.



The [Makeover](#) betas are here! Look in Circulation, Items, and Patrons for a purple alert button  at the top of your screen. That will take you to the Makeover beta in our [demo](#) where you can play around recklessly.