Not Yet—Change Due Date by Homeroom

Tip for: 03.12.18

Sometimes a class can't make it to the library to renew their books because of a field trip, an assembly, or so on. Can you renew all of their books at once? Certainly!

What you will do is not exactly renewing; you will use a utility to change the due date for them.

To Change Due Date in v7

1. Open **Utilities** and go to the **Circulation** category.
2. Select the *Change Due Date* utility.
3. Under the Selection tab, set the **Patrons from Homeroom**.
4. You can also set the **Items Due On** to only change due dates for items due today.
5. Under the Options tab, set the **New Due Date** to the new date you want their items due.
6. Run the utility.
   a. Note how many patrons will be modified before continuing.
   b. Check the summary (info) file from Operation Management once the utility is finished.

To Fix Due Date in v6

1. Open Tools > **Utilities** and go to the **Circulation** category.
2. Select the **Fix Due Date** utility.
3. Under the Selection tab, add a Selection for **Patron Homeroom**.
4. You can also add a selection for **Due Date** to select items due today.
5. Set the **To Date** to the new date you want their items due.
6. Run the utility.

See also this tip on renewing through the Circulation window!