

2.2 CALENDAR

The calendar with a list of days when the library is closed is maintained with the method **Home library / Calendar**. If departments are not open at the same time in a library in which loan is organised in separate departments, define the calendar separately for each department. Find and select the department in the **Departments** class and then use the **Object / Calendar** method.

When you record the material for the library member, the non-work days will be taken into account when the expected return date is calculated, so the return date is never a day when the library is closed.

Sundays and national holidays are already marked as non-work days in the calendar. All other non-work days must be marked additionally. You can mark:

- individual dates – highlight the desired date in the selected year and click the **Define** button
- days that are always non-work – highlight the column with the desired days of the week and click the **Select all** button to mark all the days (e.g. every Thursday) of the month in the selected year
- specific days of the month – highlight the selected date (e.g. 10 January) and click the **Select all** button to mark all similar dates in the selected year (e.g. the 10th day of every month)
- several subsequent days – to highlight them, hold the <Ctrl> key while highlighting, and then confirm your selection by clicking the **Define** button

Non-work days can be de-selected in a similar way by using the **Remove** button.



Note:

*The changes in the calendar do not affect the previously recorded dates in the records of material for library members, so it is important to enter new non-work days **in time**.*