

4.7 CHANGING THE DUE DATE

In case of special treatment of a specific material or a specific library member, you can set up a new due date that is different to the one normally calculated based on the time parameters for that type of material. First, put the item on loan. The loan period will be set up based on the time parameters for this type of material. Next, you can change the due date as required. You can change reservation expiry date and status *B – retained* and status *L – lost* expiry date in the same way. The procedure can only be performed in the **Home library material** window. In order to renew the loan, you have to find the member first.

Procedure

1. Highlight the **Member** class and select the **Class / Home library material** method.

The **Search by key** window will open.

2. Select the member.

Find the member by using the library membership card number or some other data (see chapter 4.1).

The **Home library material** window will open.

3. Highlight the due date that you wish to change.

Double-click the due date (7th column Due/ovrd) for the item in the list of material. Overwrite the old due date with the new due date, and confirm the date by pressing the <Enter> key.



Tip:

If you wish to change the date for several copies simultaneously, hold the <Ctrl> key, highlight the copies and double-click on one of the due dates of the highlighted copies (you can now release the <Ctrl> key). Enter the new due date and confirm by pressing the <Enter> key. The due dates will be changed.



Tip:

If you wish to change the date for all copies on loan simultaneously, select all the copies by clicking the **Select all** button, then press and hold the <Ctrl> key and double-click one of the due dates for the selected copies (you can now release the <Ctrl> key). Enter the new due date and confirm by pressing the <Enter> key. The due dates will be changed.

If you can renew loan period in all departments at the same time (see chapter 4.6) in a library, after you click the **Select all** button, an option to define the changed date also for the material that is entered in other departments for the member will be offered.



Note:

You cannot change the due date for the material that was reserved or borrowed through interlibrary loan.

In a similar way, you can enter an unlimited due date by pressing the <X> key. The new due date will be displayed as XX.XX.XXXX.

If you wish to extend the due date for any number of days (d), weeks (w), months (m) or years (y), delete the calculated due date and then enter the number and symbol of the period (e.g. 3m for 3 months) in place of the date.

The current date is entered as the date of the last update.

When changing loan period for the item whose loan period has expired, you can enter the debt for the fine (see chapter 7.2.2.2).



Note:

The new due date you enter must be more recent than the current date.



Note:

When changing the due date manually, the loan period restrictions for the member or item will not be checked. If there is a reservation of the material for another member or a reservation for interlibrary loan, a note will be displayed, but you can change the due date despite the reservation.