

Override Dates to the Rescue

Have you ever needed to check a book out for an extended period of time? Or maybe you charge fines and yesterday was a snow day and you don't want to charge fines for books not returned yesterday. Override Dates to the rescue!

Setting an override date allows you to force a desired date in several different modes.

Let's look at Check Out mode first. To add an override date, type period (.) and the desired date (e.g. 12/07/14), then press enter. The date will appear to the right.

Scan the patron's barcode, then the item to be checked out.

Look at the Transaction Log, and you'll see the due date; instead of the two weeks allowed by the item policy, it's due on this date.

To clear the override date, type period (.) and enter.

Next, Bookdrop mode. Today is the 30th, and although these items were due the 29th, the library was closed and we really don't want this patron to incur overdue fines for that.

So I'll enter an override date for yesterday (10/29/14), *then* scan the items

The system records these items as being checked in yesterday, so there are no fines.

Clear the override date with x this time; this also clears the screen.

In addition to Check Out and Bookdrop, override dates can be used in Renewal mode to set the date a renewed item will be due, or in Inventory mode to set a date to be used as the inventory date.

Using overrides dates can help with setting non-standard checkout periods, and keep you from having to forgive or remove fines due to unexpected school breaks.

The override date will stay in effect until cleared, so be sure to clear it once you are finished.