Calendars

The Calendars Preference in Alexandria lets you set up your own calendars, to mark closed days and period due days, and assign those calendars to your patron policies.

In Preferences, under Management, click on Calendars.

The calendars you have set up are listed on the left, and on the right is the calendar you have selected to view. It will always default to today.
Change the month with the arrows at the top, or the month drop-down menu.
Change the year by clicking the year, and you can see one year back and 3 years forward.

So you could set your closed days and period due dates for the next 3 years if you wanted to.

When a day is closed, items that would normally have been due that day will be due the next open day after. Note this does not apply to items that are already checked-out.
Click on a day once to mark it as Closed.
To close the same day for the whole month, click the day button at the top.

Clicking a day twice marks it as a Period Due Date, something you might have at the end of the year when you want all your items returned. If an item is checked out a week before the period due date, even if the normal checkout period is 2 weeks, it will be due the period due date.

Remember, any changes you make are only for the selected Calendar, and the Calendar only applies to any Policies it's assigned to.

You can add notes to a day using the plus icon on that day. A note icon on the calendar day will show there is a note.

To add calendars, click the plus icon on the left. Give it a name, and check Duplicate to duplicate the calendar currently selected. Make your changes and save the calendar.

To remove a calendar, select it, and click on the minus icon, then Save. Any policies that were using the deleted calendar will be automatically reassigned to the Standard calendar, which you can't delete.

Use the Actions menu to rename a calendar.

When you are finished, don't forget to assign your new calendars to Patron Policies!