

## Changing your library's open hours

When your library's open hours change, you can update your Booking Schedule in Library Online by following these steps.\*

**This should be done first thing in the morning (ideally before the library is open). Otherwise, some of the percentages in the Average Booking Duration Report will be incorrect.**

1. Log in to <http://libonline.scls.lib.wi.us/admin> using your Administrative login (the user ID that ends in "adm").
2. Choose "Bookings" from the top menu.
3. Choose "Booking Schedule".
4. Under "Set a week's booking schedule for one branch" click on your library's name.
5. Use the menus to change the hours you are open for each day.
6. Click "Save changes."

**\*Please note:** Changes take effect *immediately* so plan accordingly and consider how far in advance you allow patrons to make reservations.

Here's an example. Say your library will close at 2PM instead of 4PM on Saturdays in summer starting on Saturday, May 21.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 Open 10-4
8	9	10	11	12	13	14 Open 10-4
15	16	17	18	19	20	21 Open 10-2

**If you allow 1 advance booking day,** count backwards  $1+1=2$  days before the schedule change. This will show you that you should make the change no earlier than 4PM Saturday, May 14, and no later than Thursday, May 19. This window of opportunity is highlighted in the examples on the following pages.

1 advance booking day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	9	10	11	12	13	14 after 4PM Open 10-4
15	16	17	18	19	20 Patrons can reserve for Sat. the 21 <sup>st</sup>	21 Open 10-2

**If you allow 2,** count backwards  $2+1=3$  days before the schedule change. You should make the change no earlier than 4PM Saturday, May 14, and no later than Wednesday, May 18.

2 advance booking days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	9	10	11	12	13	14 after 4PM Open 10-4
15	16	17	18	19 Patrons can reserve for Sat. the 21 <sup>st</sup>	20	21 Open 10-2

**If you allow 6,** count backwards  $6+1=7$  days before the schedule change. You could make the schedule change between 4PM and midnight Saturday, May 14. Alternately, you could do what libraries that allow 7 or more advance booking days do (read on).

6 advance booking days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	9	10	11	12	13	14 after 4PM & before 12AM Open 10-4
15 Patrons can reserve for Sat. the 21 <sup>st</sup>	16	17	18	19	20	21 Open 10-2

**If you allow 7 or more,** there is an extra step. You'll also have to make **Booking Schedule Exceptions** (see separate instructions) for the days between the latest possible day you can make the schedule change, and the first day of the new schedule. This ensures that patrons see the correct schedule when they make reservations.

**If you allow 7,** count backwards  $7+1=8$  days before the schedule change. You should make the schedule change no earlier than 4PM Saturday, May 7, and no later than Friday, May 13. At the same time, you should make a

Booking Schedule Exception to "open" the library from 2PM to 4PM on Saturday, May 14.

7 advance booking days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 After 4PM Open 10-4
8	9	10	11	12	13	14 Open 10-4  Patrons can reserve for Sat. the 21 <sup>st</sup>  Open 10-2, with Booking Schedule Exception, 2PM-4PM
15	16	17	18	19	20	21 Open 10-2

**If you allow 14**, count backwards  $14+1=15$  days before the schedule change. You should make the schedule change no earlier than 4PM Saturday, April 30, and no later than Friday, May 6. At the same time, you should make Booking Schedule Exceptions to "open" the library from 2PM to 4PM on Saturday, May 7 and Saturday, May 14.

14 advance booking days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30 After 4PM Open 10-4
1	2	3	4	5	6	7 Open 10-4  Patrons can reserve for Sat. the 21 <sup>st</sup>  Open 10-2, with Booking Schedule Exception, 2PM-4PM
8	9	10	11	12	13	14 Open 10-4  Open 10-2, with Booking Schedule Exception, 2PM-4PM
15	16	17	18	19	20	21 Open 10-2

The same general ideas apply to extending your open hours (e.g. in fall).