

Extending a patron's time limit for the day


1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose "Patrons" from the top menu
3. Choose "Extend Patron Time Limit for Today"
4. Enter the criteria to search for the patron and click the "Search" button.
Note: the phone number search will not work
5. Select "Extend Time Limit" from the drop-down menu
6. Click "Create New" to add a new Patron Time Extension or click "Edit" to edit an existing Patron Time Extension.
7. You may extend a patron's time and/or bookings for the type of workstations you indicate.

Example: Let's say your library allows 60 minutes and 2 sessions. The Internet Plus PCs have 30-minute sessions. Your patron has already used 2 30-minute sessions and would like to use the Accessible Internet PC for another 30 minutes.

Patron Time Extension Information

Please enter the number of minutes and/or number of bookings to extend.

Patron: KERRI A. HILBELINK(290780-XXXXXX)

Extend Patron's Time for: 

Extend Patron's Time by another minutes

Extend Patron's Time by another booking(s)

Branch: ▼

For these Workstation Types:

<input type="checkbox"/>	Workstation Type	Minutes Extended For Date	Bookings Extended For Date
<input type="checkbox"/>	Internet Plus	0	0
<input type="checkbox"/>	Internet, Scanner, and More	0	0

You could extend the patron's time by 30 minutes.
You could extend the patron's booking by another 1 booking.
You could apply these settings to the Internet Plus workstation type.


The patron should then be able to use an Internet Plus PC for another 30 minute session.

Updated 5/24/2010

Patron Time Extension Information

Please enter the number of minutes and/or number of bookings to extend.

Patron: KERRI A. HILBELINK(290780[REDACTED])

Extend Patron's Time for:  select the date for which you would like to grant the patron extra time (new in 3.9)

Extend Patron's Time by another minutes

Extend Patron's Time by another booking(s)

Branch: ▼

For these Workstation Types:

<input type="checkbox"/>	Workstation Type	Minutes Extended For Date	Bookings Extended For Date
<input type="checkbox"/>	Internet Plus	0	0
<input type="checkbox"/>	Internet, Scanner, and More	0	0

Things to note:

- Beginning in version 3.9, you may now extend a patron's time/bookings for dates in the future.
- Once you have added time/bookings, it is not possible to delete or remove the extension. If you edit an existing extension, it is only possible to add to it.
- An alternative to extending a patron's time/bookings is to create a booking for the patron using Time Slot Manager (please see the Time Slot Manager instructions for details).