

## **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. When the patron is displayed, click on the "Extend Patron Time Limit for Today" button.
6. In the "Extend Patron's Time by another...minutes" box, enter the number of additional minutes you want to give the patron.
7. Click the "Save Changes" button, and the patron's time will be extended.

**Note:** If a patron has used up the maximum number of sessions they can have for the day, extending the patron's time will not help them. They will not be able to log in. Also, if a patron is already in a session, you cannot extend the time of that session.