

Instructions on Accessing and Updating the Polaris Dates Closed Table

Please make sure that you have updated the “Dates Closed” table in Polaris for items that will become due next year. Instructions about the Dates Closed table is included below. If you want to “clean up” your Dates Closed table by deleting old dates when you enter the new, please do not delete any dates that are less than one year prior to the current date.

Warning: There are Record Lock problems on the “Dates Closed” table when two people try to work on it at the same time. We have learned that only one person at a time (system wide) can work on the table. So that everyone can get their Dates Closed entered, please follow these procedures:

- If you are working on the Dates Closed table, make your changes as quickly as possible and then save them and close the table.
- If you get an error message that the table is in use, please just wait for a while and try again later (the fact that the table is busy does not mean that someone else is changing your dates closed).

Dates Closed Refresher:

Polaris uses three settings in Systems Administration to control a library’s calendar for closed days and fines. The first two are for your regular schedule and the third is for exceptions or holidays:

1. Hours of Operation: This is where a library specifies the days of the week that they are closed in addition to the actual hours that are displayed in the PAC. For example, closed every Sunday. (At this time, only one range of hours is available within the same day of the week.)
2. Days not Fineable: This is where a library specifies the days of the week that they do not want to charge fines. For example, if your library is closed Sunday, you may or may not want to charge fines for Sunday.
3. Dates Closed: This is a table where you enter any additional dates closed that vary from year to year like Fourth of July or Thanksgiving Day. If you are closed every Sunday, it is not necessary to put in every Sunday date. You would specify this under Hours of Operation. Fines are not charged for dates in the Dates Closed table.

Staff members that have Circulation Manager level accounts have the ability to change #3 (Dates Closed). FLLS-CNS staff will have to make any changes to #1 and #2.

Please note that if you have access to the Dates Closed table, you will have the ability to change the Dates for all libraries. Please be very careful to only change your library Dates Closed table.

To change the Dates Closed table:

- From the Polaris toolbar choose Administration / Explorer / Branch
- Click on the + in front of the word “Branch”
- Click on the + in front of your library’s name
- Click on the + in front of Policy Tables
- Click on Dates Closed
 - To add a date: On the right hand side you will see your dates closed. In the menu above the word organization click on the perforated box, the first icon. This will pop open a “insert date closed” box ...add a date or choose the drop down to get a calendar to choose a date closed.
 - To delete a date: Click on the date to highlight it and then click on the X in the menu directly above. Or, right click on the date and select Delete.
 - To modify a date: Double-click on the date, make the change and click OK.
- Close the Administration Explorer window. You will be asked to save changes if necessary.

For extended periods of closed days of the week like closed Saturday’s through the entire summer, let me know when the starting and ending dates are and I will update your Hours of Operation. That way your days open and closed will display correctly in the PowerPac during that period.

If you are not comfortable making these calendar entries yourself, send me your closed dates and I will enter them for you. We can also do a remote control session while we are on the phone and walk you through the process if you would prefer.

Computer Network Services phone number is 607-273-4074 x237 or 800-909-3557 x237