Library Hours and Closed Dates

There are two locations within the Evergreen client to control which days that the system sees a library as being closed - the Hours of Operation settings and the Closed Dates Editor. These are important for each library system to set and maintain because any day that the library is marked is closed will not generate fines for the library's patrons and the library's books will not be targeted for holds.
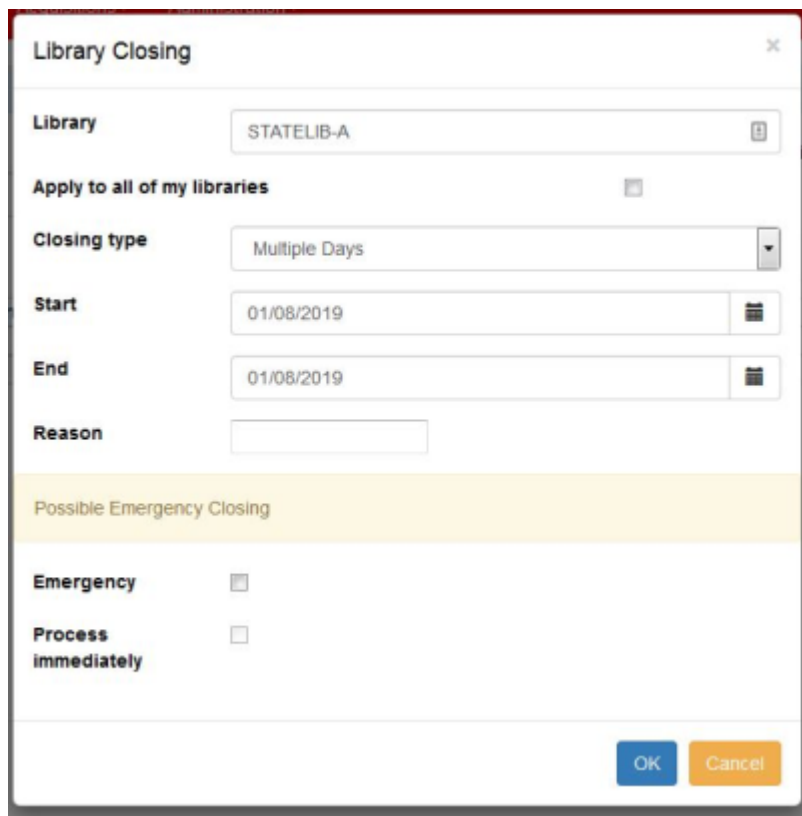
How to Set Library Hours

If your library changes which days of the week or hours it is open, enter a Help Desk ticket and the PINES staff will update this setting for you. The hours appear in the library information pages in the OPAC as well as in the libraries' linked data pages.

How to Set Library Closed Dates

Please note - a 'Closed Date' should only be used for days that the library is entirely closed. These dates do not currently appear to the public anywhere, but overdue fines will not be applied, due dates will be pushed back to the next open day, and items will not be targeted by the holds targeter on days marked closed.

1. Log in as a Local Admin.
2. Click on Admin > Local Administration > Closed Dates Editor.
3. Select the relevant library location from the drop-down list.
4. Click the Add closing button.
5. A popup form will open (see below). Choose either One Full Day or Multiple Days for the Closing Type.
6. Choose the date(s).
7. Type in a reason (this is currently only available to staff, and not visible to the public).
8. Click OK.

Closed Date Pop-Up

How to apply closed dates to all branches in a system

On the popup, select the system rather than the branch (ARL rather than ARL-ATH) and check the "Apply to all of my libraries" box.

Unexpected Closures

How to apply a closed date to the current day or a previous day

The fines generator runs shortly after midnight each day. Prior to Evergreen 3.2 (installed January 2019), if a library needed to close for the day after the fines generator had already run, the library administrator would need to submit a help desk ticket requesting that the PINES System Administrator revert all of the fines that were applied for that day. The new Emergency Closing Handler feature improves this process. Now, if you need to close after the fines generator has run, enter the closed date as normal and also check the "Emergency" and "Process Immediately" boxes.

This will automatically revert overdue fines that were applied for the day, plus update any items that were marked due for that day to be due for the next open day.

If you are unable to log in, please contact the Help Desk with a request to mark your library closed. In the event that your network is down, keep in mind that you may submit Help Desk tickets via any mobile device that has Internet access.

Don't forget to inform your courier driver about changes!

If you are unable to reach the courier, contact the Help Desk and the PINES staff will contact the courier for you.

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