

Closing libraries on Koha systems

Changes that you can do as library staff:

- Change your calendar closed dates.
- Manually waive fines.
- Change all notification preferences for your users for hold pickups, advance notices, checkin, checkout notifications in the patron categories. This is relevant for new patrons only.
- Change circulation rules to set different loan periods, remove fines etc. This will only affect transactions that take place AFTER the changes. If an item is already on loan, then it will continue to use the circulation rule that was in place at the point of issue.
- On the Circulation page you can 'specify return date' and 'forgive overdue charges'.
- In your Circulation rules you could enable Automatic renewals however this will only take effect for transactions that take place AFTER the changes and would require significant changes to loan periods and circulation settings. We would only recommend this if you have carried out testing on a test system prior to implementation.
- Add a News item for the OPAC to notify your users about any closure.
- Take the opportunity to promote eBooks, audio books, electronic journals or other electronic material you may subscribe to.

Contact the support desk for:

- We can disable scripts that run on the server to suspend overdues, generation of fines and advance notices.
- If you have changed notification preferences for your users in the messaging preferences for your patron categories, we need to run a batch job to change these retrospectively.
- If you make changes to circulation rules this will only affect transactions that take place AFTER the changes. On request we can batch edit the due dates of items already issued. This is done in the database. We would recommend this in place of implementing automatic renewals.
- Waive fines in batch in the database.
- More information about automatic renewals as a cron job needs to be running on the server for automatic renewals.

If you need us to help you with any of the above please contact the helpdesk.