Modify Due Date

Modifying the due date for items can only be done PRIOR to checking out the items. If a due date needs to be modified after it has been checked out, then staff will either need to renew the item if applicable, or they will need to check the item back out to the patron with the modified due date entered in before checking out.

CARL-X

1. While in the Circulation module and Charge function, pull up the patron's record to check out to them.
2. BEFORE starting to scan their items, check the box for "Override Due Date".

3. This will then open a window where you can select the new date along with which item(s) and patrons this will be for. "Next Item" will only be for the next item scanned. "All items for this patron only" will be for all the items checked out for this patron. And "Retain for all patrons" will keep the new date for everything checked out moving forward until staff uncheck the Override Due Date box.
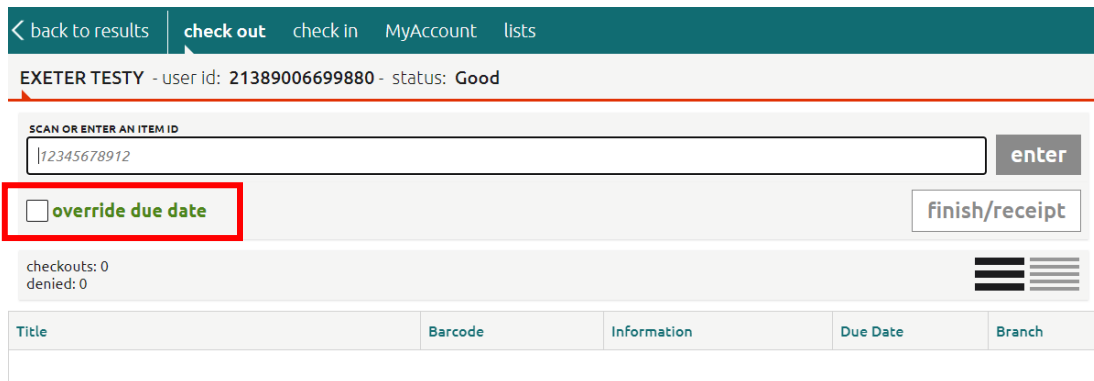
Modify Due Date

1. Once you click OK, scan the item(s) and it will have the date you selected.
2. If the due date was for more than one patron, remember to uncheck the "Override Due Date" box when you are done modifying due dates.
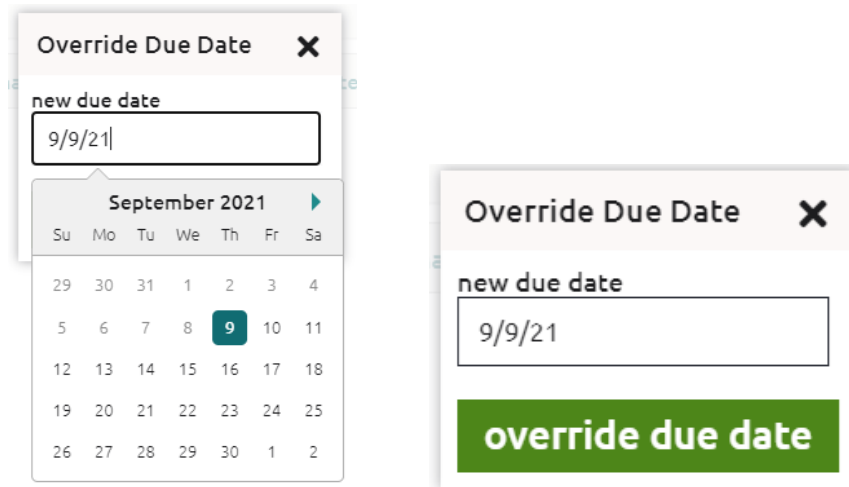
Connect

1. When in Connect, go to "library services", and "check out." Scan in the patron's barcode or search for the account.
2. Once the account is up, check the "override due date" box below the "SCAN OR ENTER AN ITEM ID" field, as seen below.

3. Once you check that box, a small window will open with a calendar which will allow for you to modify the due date. Once you select the new date, click on the green, "override due date" button.

4. Connect will only keep this new date for the current patron. If staff would like to keep the modified due date for additional patrons, they will need to enter it in for each new patron.
5. Once you click "finish/receipt", the item(s) will have the new due date and staff can continue checking out to patrons.