# Clinton-Essex-Franklin Library System

## Automation Memo

## Changing Calendar Week in Horizon

The Calendar week table is set up in Horizon to tell the system which days you will be normally be closed.  This is your regular schedule of days open.  A separate table called Calendar Exceptions lists the holidays that are exceptions to your regular schedule.

To change calendar week,  you will need "circ supervisor" privileges. If you try this procedure and it won't display the calendar week table, call the CEF Automation Department.  **Only change the calendar week for your own library!**

These are the steps:

1. In the administration folder (on the left in Horizon), double click on Calendar Week.
2. In the top part of the search window, highlight "Location" and type your 3-letter library code in the search blank.  Make sure you enter only your own code so you won't change other libraries' calendars.
3. A window entitled "Normal Hours" appears, containing a list of your current calendar week settings.  Each day that you are open should have an entry for "Opens at" and "Closes at."  Days that you are closed should be blank.
4. You can edit each line by clicking on it to highlight it and clicking edit.  The times for opening and closing do not need to be accurate because we don't use hourly checkouts.
5. To add a new day that you will be open, put an opening and closing time in for that day, and then save.
6. To indicate that you will be closed on a day that you were previously open, delete the opening and closing times, then save.
7. Don't delete a whole day – you should have Monday through Sunday listed, even if you are not open.