

Emergency Closing Handler

The Closed Dates Editor now includes an Emergency Closing feature that allows libraries to shift due dates and expiry dates to the next open day. Overdue fines will be automatically voided for the day(s) the library is marked closed. Once an Emergency Closing is processed, it is permanent and cannot be rolled back.

Administration

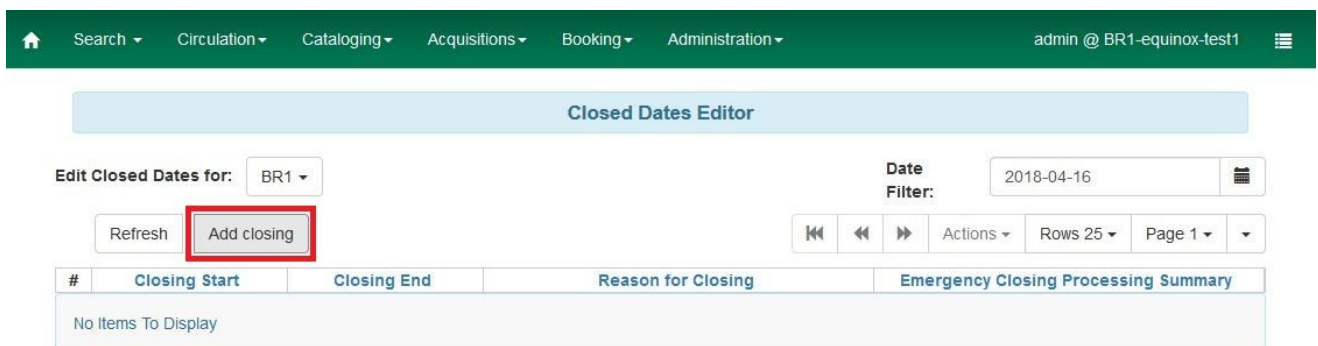
Permissions

To create an Emergency Closing, the EMERGENCY_CLOSING permission needs to be granted to the user for all locations to be affected by an emergency closing.

Create an emergency closing

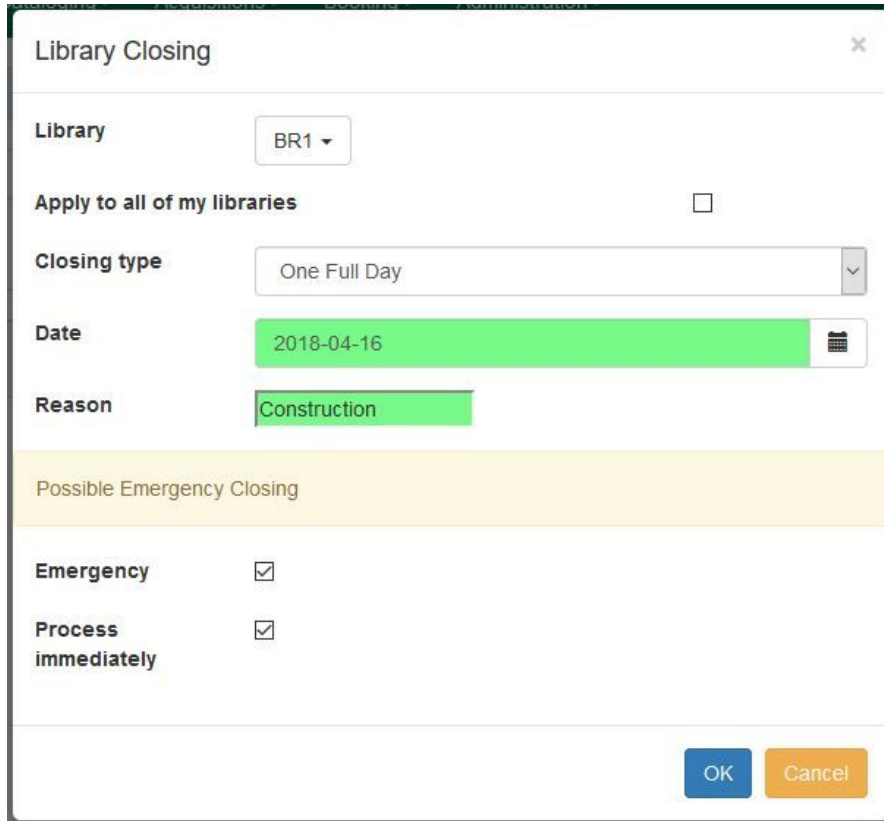
The Emergency Closing feature is located within the Closed Dates Editor screen, which can be accessed via **Administration > Local Administration > Closed Dates Editor**.

Within the closed dates editor screen, scheduled closed dates are listed and can be scoped by specific org unit and date. The date filter in the upper right-hand corner will show upcoming library closings on or after the selected date in the filter.



The screenshot shows the 'Closed Dates Editor' interface. At the top, there is a navigation bar with a home icon, search, and menu items for Circulation, Cataloging, Acquisitions, Booking, and Administration. The user is logged in as 'admin @ BR1-equinox-test1'. Below the navigation bar, the 'Closed Dates Editor' title is displayed. The interface includes a dropdown for 'Edit Closed Dates for:' set to 'BR1', a 'Date Filter:' set to '2018-04-16', and a 'Refresh' button. The 'Add closing' button is highlighted with a red box. Below these elements is a table with columns: '#', 'Closing Start', 'Closing End', 'Reason for Closing', and 'Emergency Closing Processing Summary'. The table currently shows 'No Items To Display'.

Select **Add closing** to begin the emergency closing process. A pop-up will appear with fields to fill out.



LIBRARY - Using the dropdown window, select the org unit which will be closing.

APPLY TO ALL OF MY LIBRARIES - When selected, this checkbox will apply the emergency closing date to the selected org unit and any associated child org unit(s).

CLOSING TYPE - The following **Closing type** options are available in a drop down window:

- one date
- multiple dates
- detailed closing

The multiple dates and detailed closing options will display different date options (e.g. start and end dates) in the next field if selected.



DATE - Select which day or days the library will be closed. The Closed Dates editor is now date-aware. If a selected closed date is either in the past, or nearer in time than the end of the longest configured circulation period, staff will see a notification that says "Possible Emergency Closing" in both the dialog box and in the bottom right-hand corner.

REASON - Label the reason for library closing accordingly. e.g. 3/15 Snow Day

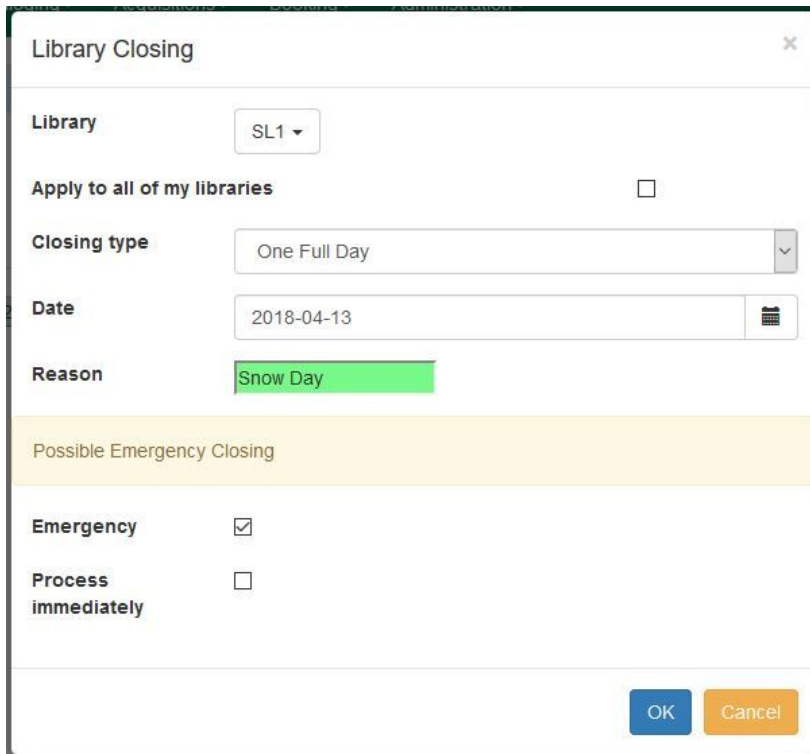
Emergency Closing Handler

When a date is chosen that is nearer in time than the end of the longest configured circulation period or in the past, then a **Possible Emergency Closing** message will appear in the pop-up and in the bottom right-hand corner of the screen. Below the Possible Emergency Closing message, two checkboxes appear- **Emergency** and **Process Immediately**.

NOTE: The **Emergency** checkbox must still be manually selected in order to actually set the closing as an Emergency Closing.

By selecting the **Emergency** checkbox, the system will void any overdue fines incurred for that emergency closed day and push back any of the following dates to the next open day as determined by the library's settings:

- item due dates
- shelf expire times
- booking start times



The screenshot shows a 'Library Closing' dialog box with the following fields and options:

- Library:** SL1 (dropdown)
- Apply to all of my libraries:**
- Closing type:** One Full Day (dropdown)
- Date:** 2018-04-13 (calendar icon)
- Reason:** Snow Day (highlighted in green)
- Possible Emergency Closing:** (Yellow background section)
- Emergency:**
- Process immediately:**
- Buttons:** OK (blue), Cancel (orange)

When selecting the **Process Immediately** checkbox, Evergreen will enact the Emergency closing changes immediately once the Emergency Closed Date information is saved. If Process Immediately is not selected at the time of creation, staff will need to go back and edit the closing later, or the Emergency processing will not occur.

Upon clicking **OK**, a progress bar will appear on-screen. After completion, the Closed Dates Editor screen will update, and under the Emergency Closing Processing Summary column, the number of affected/processed Circulations, Holds, and Reservations will be listed.



The screenshot shows the 'Closed Dates Editor' interface. At the top, there is a navigation bar with a home icon, search, and menu items for Circulation, Cataloging, Acquisitions, Booking, and Administration. The user is logged in as 'admin @ BR1-equinox-test1'. Below the navigation bar, the 'Closed Dates Editor' title is displayed. The interface includes a dropdown for 'Edit Closed Dates for:' set to 'BR1', a 'Date Filter' set to '2018-04-16', and buttons for 'Refresh' and 'Add closing'. A table below shows one closing event:

#	Closing Start	Closing End	Reason for Closing	Emergency Closing Processing Summary
1	4/16/2018	4/16/2018	Construction	Circulations: 27 / 27 Holds: 3 / 3 Reservations: 0 / 0

Editing Closing to process Emergency Closing

If **Process immediately** is not selected during an Emergency Closing event creation, staff will need to edit the existing Emergency Closing event and process the affected items.

In the Closed Dates Editor screen, select the existing Emergency Closing event listed. Then, go to **Actions > Edit closing**.



The screenshot shows the 'Closed Dates Editor' interface with two closing events listed. The 'Actions' dropdown menu is open, and the 'Edit closing' option is highlighted with a red box. The table below shows two closing events:

#	Closing Start	Closing End	Reason for Closing	Emergency Closing Processing Summary
1	4/2/2018	4/2/2018	abn test 1	Circulations: 0 / 0 Holds: 0 / 0 Reservations: 0 / 0
2	4/13/2018	4/13/2018	Snow Day	Circulations: 0 / 0 Holds: 0 / 0 Reservations: 0 / 0

A pop-up display will appear with the same format as creating a Closed Dates event with the Emergency checkbox checked and the Process Immediately un-checked at the bottom. Select **Process immediately** checkbox, and then **OK**. A progress bar will appear on-screen, the Emergency Closing processing will take occur, and the Closed Dates Editor display will update.

Library Closing

Library SL1 ▾

Closing type One Full Day ▾

Date 2018-04-13 📅

Reason Snow Day

Emergency Closing

Circulations
0 / 0

Holds
0 / 0

Booking Reservations
0 / 0

Emergency

Process immediately

OK **Cancel**