



Setting the Holiday Calendar in MassCat

Setting Holiday Calendar

Login to MassCat using your username and password:

At the welcome screen, click the "Tools" link:

The screenshot shows the MassCat home page with a grid of navigation buttons. The buttons include: Circulation, Patrons, Advanced search, Lists, Cataloging, Serials, Acquisitions, Reports, Tools, and About Koha. The 'Tools' button, which features a wrench icon, is circled in red. On the left side, there is a 'News' section with a green background containing text about filling holds and ILL requests, and a link to a list of library names.

Then click the "Calendar" link from the "Additional Tools" menu on the far right of the screen:

Catalog

Batch item deletion

Delete a batch of items

Batch item modification

Modify items in a batch

Export bibliographic and holdings

Export bibliographic and holdings data

Inventory/stocktaking

Perform inventory (stocktaking) of your catalog

Additional tools

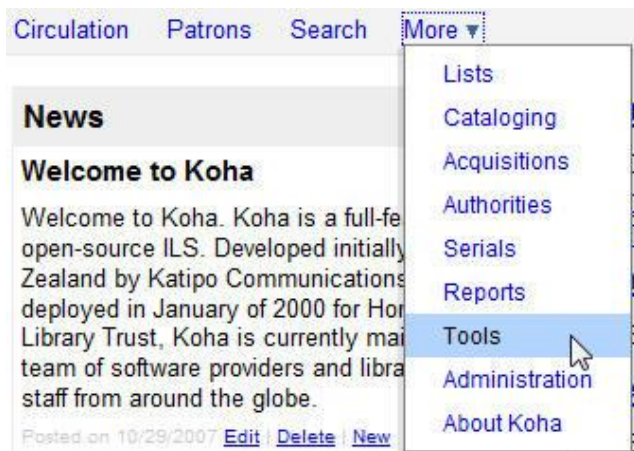
Calendar

Define days when the library is closed

Task scheduler

Schedule tasks to run

Alternatively, you can click on the "More" link at the top left corner of any screen and then select "Tools:"



Once you've entered the calendar tool, you will see your library's name displaying at the top. Find the first date on the calendar that you would like to set. Do this by clicking on the box of the date you want to modify. A new window will open up:

Define the holidays for:
Archbishop Williams High School Library

Add new holiday

Library: Archbishop Williams High School Library
From date: Wednesday, 11/21/2012
To date :

Title:

Description:

Holiday only on this day. [?]
 Holiday repeated every same day of the week. [?]
 Holiday repeated yearly on the same date. [?]
 Holidays on a range. [?]
 Holidays repeated yearly on a range. [?]
 Copy to all libraries. [?]

Entering Single Day Holidays and Closings on the Same Day of Each Week:

If your holiday is a single date, you can simply click the "Save" button, or you can give the holiday a title, description and choose one of the options from the list below the description box.

Choosing "Holiday repeated every same day of the week" will set this closed date for the same day of the week indefinitely. If your library is always closed on Mondays, you can choose this option and every Monday will be marked as closed for your library.

Choosing "Holiday repeated yearly on the same date" will set this closed date on the same day and month every year. So, if your library is always closed on January 1 of each year, you can choose this option and January 1 of each year will be marked as closed for your library.


Click the "Save" button to set your holiday.

Entering a range of dates for a holiday:

To set a range of dates such as a weekly vacation or a group of days around a major holiday as closed, click on the starting date of the vacation and then enter the ending date of the vacation in the "To date" box. Do this by clicking on the calendar icon and choosing the ending date in the vacation range:

Define the holidays for:
Archbishop Williams High School Library

Add new holiday

Library: Archbishop Williams High School Library
From date: Wednesday, 11/21/2012
To date : 11/23/2012 

Title:

Description:

Holiday only on this day. [?]
 Holiday repeated every same day of the week. [?]
 Holiday repeated yearly on the same date. [?]
 Holidays on a range. [?]
 Holidays repeated yearly on a range. [?]
 Copy to all libraries. [?]

Save Cancel

Again, you can give this set of closed dates a title and description if you would like to or you can leave those boxes blank.

Click the circle next to "Holidays on a range" to create this repeating set of closed dates.

Click the "Save" button to set the vacation date range.