

Destiny Calendar and Hours Maintenance

Calendar / Hours

[Quick Reference Guide\(s\)](#)

Destiny® uses the *Calendar* to assign due dates, calculate fines (library and textbook only), manage holds (libraries only), and report circulation statistics. To ensure that Destiny's calculations are accurate, it is important that you establish your site's weekly schedule and identify specific closed dates for the school year. If you are a Destiny Administrator, you can set up the calendar for the whole district or specific site types. You cannot set up hours of operation. Each school must set up their own hours.

NOTE District calendar configurations do **not** apply to Media Manager sites.

Move through the calendar

- To move from month to month, click the forward and back arrows (<< >>) at the top.
- To move through the years or view the yearly calendar, click either the year at the top of the monthly page or **View <current year>** at the bottom right. Then, click the forward and back arrows adjacent to the year at the top of the page.
- To open a particular month, click the name of the month.
- To return to the current month, click **Today** at the top left.

Close days for every week of the year

To close a day of the week for every week of the year, click the link in the lower left-hand corner. If no days of the week are set to Closed, the link is *Edit Default Closed Days*. If any days have already been selected, the link is *Closed: < Day(s) closed >*.

NOTE District calendar configurations do *not* apply to Media Manager sites.

Close specific days at your school

To close a specific day in the calendar, move to the desired month and click the date that you wish to close. This toggles the day from Open to Closed and back.

Unlike the default Closed days, specific Closed days do not carry forward from year to year. You will need to set them up each year.

For Libraries: If you close all the days of your summer break and you calculate loan periods based on Open days, make sure to set a Ceiling Date in *Library Policies*. Otherwise, materials checked out near the end of the school year may have a due date in the fall.

Close specific days for your district

As the Destiny Administrator, you have the option to close specific days for all sites in the district, or for sites of a given site type.

1. Move to the desired month and click the date that you wish to close. A new page appears showing the number of sites that are closed on this day, grouped by site type.

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2. To close the day, click **Close All** for the district or the site type you wish to update.
3. To re-open the day, click **Open All** for the district or the site type you wish to update.
4. Click **Save** when you are done.

Unlike the default Closed days, specific Closed days do not carry forward from year to year. You will need to set them up each year.

NOTE District calendar configurations do *not* apply to Media Manager sites.

Apply calendar settings to new sites

The open/closed settings for each day at a newly created site are based on existing district calendar settings. Destiny examines the calendars of all the sites of the same site type as the new site. If more than half of the sites are open on a given day, the new site's calendar is open for that day as well.

Set up library or office hours

To change the hours that you are open, click the Hours: link in the lower middle of the Calendar. The default hours are 8:00 AM to 4:00 PM.

The calendar affects library circulations

Calendar settings may affect due dates depending on the Calculate loan periods based on setting on the Circulation tab in *Site Configuration* in the Back Office:

- **Calendar:** Destiny counts all days when calculating due dates. If the due date is Closed, however, the due date becomes the next Open date. For example, if you want materials checked out on Monday to be due the following Monday, set the loan period, in *Library Policies*, to 7 days. If that Monday is a holiday that you closed on the calendar, Destiny automatically increments the due date to Tuesday for that week.
- **Open:** Destiny only counts days that are Open on the Calendar when calculating due dates.

Grace periods also honor this setting:

If you selected Calendar, Destiny includes all calendar days—Open and Closed—following the due date in the grace period.

If you selected Open, Destiny does not include Closed days following the due date in the grace period.

Destiny counts only Open days when calculating fines.

Fines do not begin to accrue until the end of the grace period (if defined). Once the grace period is past, the fine begins accruing on the first Open day after the due date.

If you unexpectedly have closed days (such as snow days), you can close those days on the day you re-open. The due dates for checked-out items do not change, but Destiny does not assess any fines for items due on those days that were retroactively closed.

IMPORTANT Closed calendar dates are not recognized by hold expiration dates.

Expiration dates for holds are based on calendar days, regardless of this setting.

Reserve pre-processing days are based only on Open days.

The Overdue to Lost option, if enabled, is always based on calendar days. You can enable this option on the Circulation Types tab of the *Library Policies* page in the Back Office.

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The calendar does not affect Media Manager center bookings

The district media center's *Calendar*, along with the Ready bookings setting in *Site Configuration*, determine when booking requests move from *Pending Requests* to *Processing Due Today*.

By determining when you are Closed and how many Open days you need to process a request, Destiny alerts you in time to pick and ship materials.

In addition, the calendar on the *Requesting* form reflects the district media center's Open and Closed days.

Destiny v16.0 Help includes the most recent product updates. For details, see [What's New in Destiny Version 16.0](#).

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