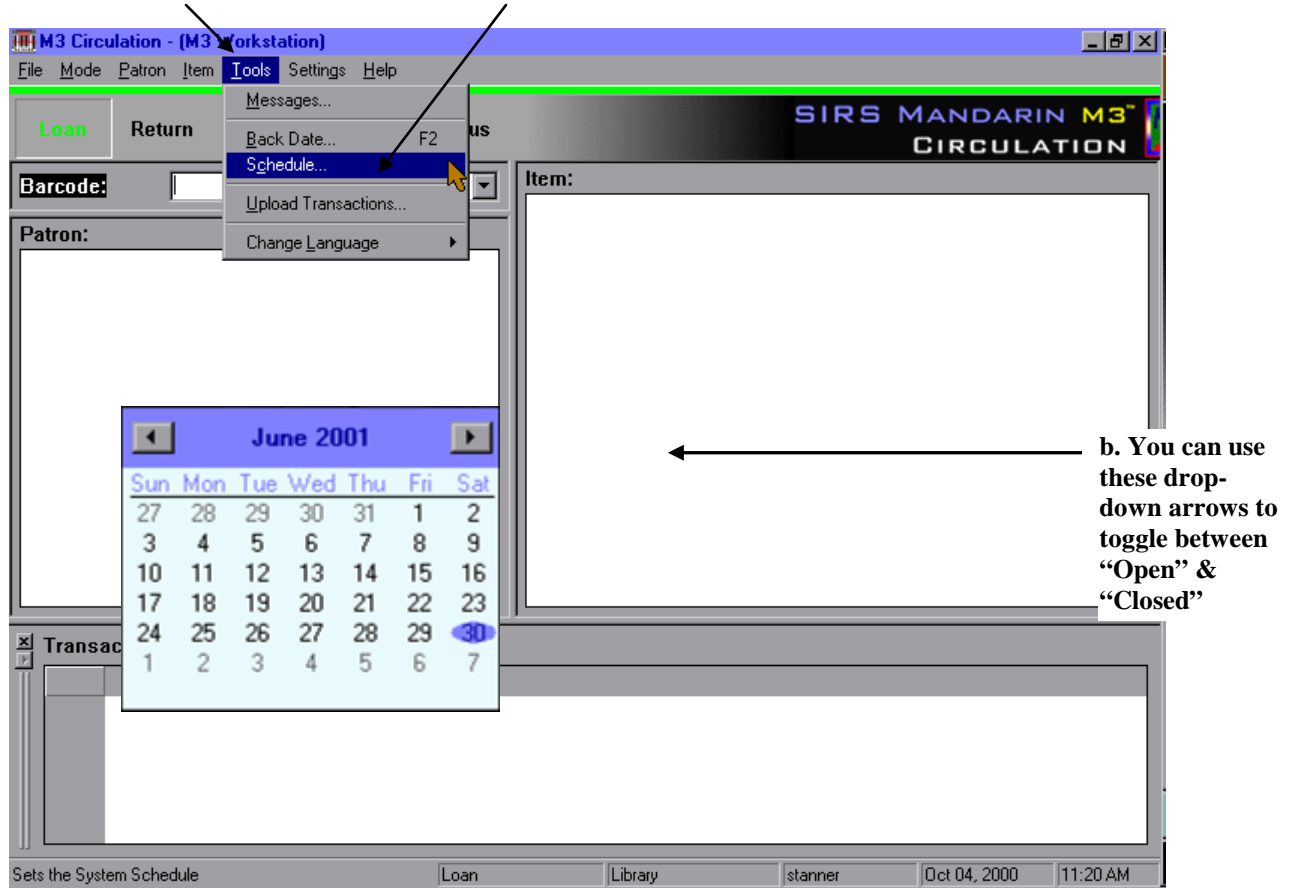
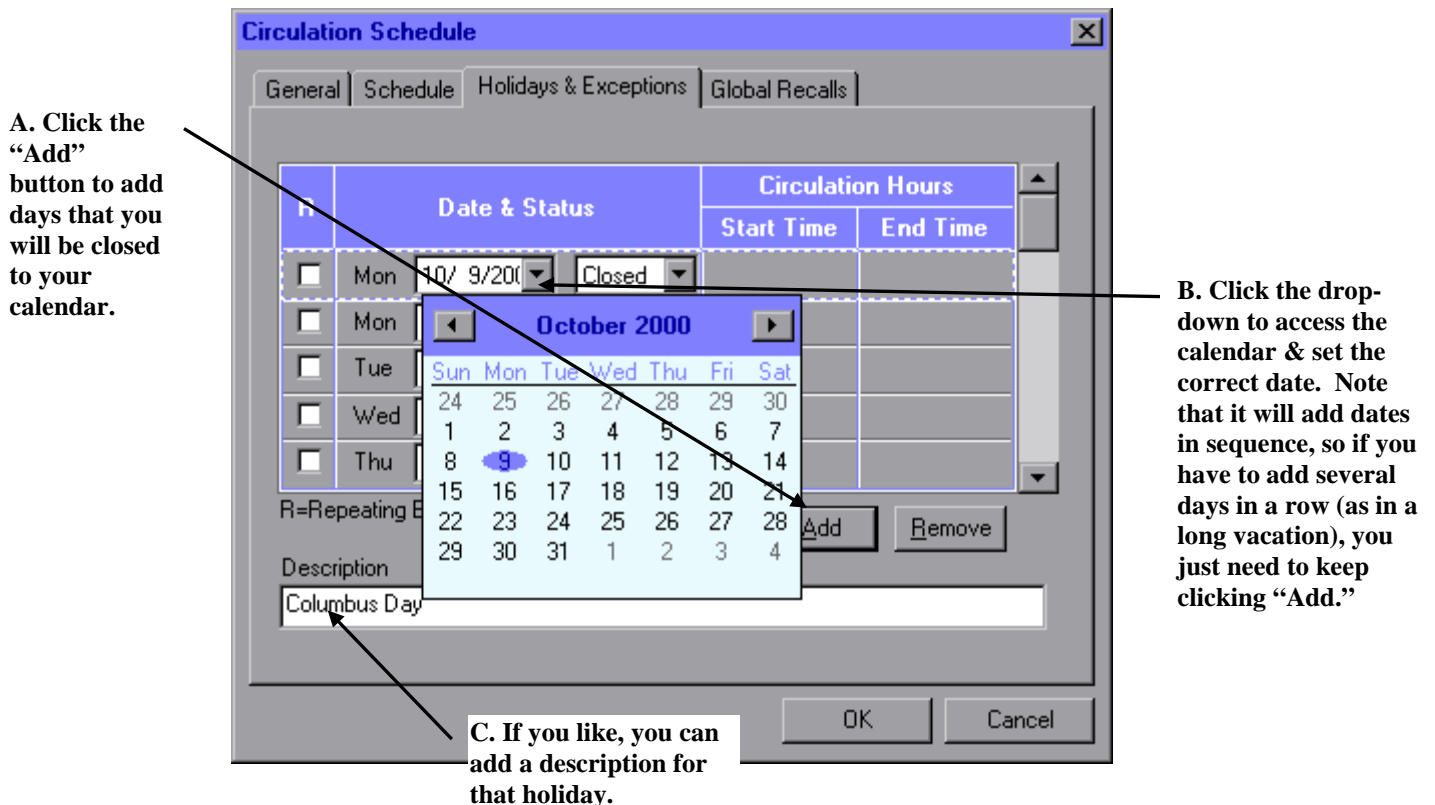


SETTING UP THE CALENDAR

1. In Circulation, click the Tools menu, then choose Schedule.



2. Click the "Holidays & Exceptions" tab.



3. Finally, set your “last day for dates due” – otherwise known as a “global recall.”

A. Click the “Add” button to add your “last day for dates due”

The screenshot shows the 'Circulation Schedule' dialog box with the 'Global Recalls' tab selected. It features a table with columns 'R', 'Recall Dates', and 'Description'. The first row is highlighted with a dashed border. Below the table are 'Add' and 'Remove' buttons. At the bottom are 'OK' and 'Cancel' buttons. Arrows from external text labels point to the 'Add' button, the date dropdown, the description field, and the 'OK' button.

R	Recall Dates	Description
<input type="checkbox"/>	Fri 6/ 8/2010	<enter description here>

R=Repeating Recall Dates

Buttons: Add, Remove, OK, Cancel

B. Click the drop-down to access the calendar & set the correct date.

C. If you like, you can add a description.

D. Click OK to finish.