OVERRIDING THE DUE DATE FOR A PARTICULAR SESSION OR TIME FRAME

Use Circulation

1. From the Settings menu, choose Circulation Options.

2. Click the Due Date tab.

3. Click the radio button next to “Use Provided Date For This Session.” A calendar will pop up; choose the date you wish and click OK.

4. The date appears in the box below; click OK again to apply the changes. The setting will remain until you either change it or log out of circulation. The next time you log in, it will revert to normal calculation.