Editing the “End of Term” Date

The due date for general print materials borrowed by students is the End of Term. There are five End of Term dates each academic year:

* End of Fall Semester
* End of Spring Semester
* End of May Term
* End of Summer Institute
* End of summer break

The End of Term date must be advanced near the end of each term. Typically, this is done **10-14 days before the term ends**, so that any books borrowed by students near the end of one term will actually be due at the end of the next. The Systems Librarian is responsible for updating the End of Term date.

Procedure:

1. In Configuration, go to **Fulfillment > General > Fulfillment Jobs Configuration**. Ensure that the “Loans - Due Date Correction after Calendar Change” job is **inactive**. (If this job runs after the End of Term date is changed, it will advance the due date of every existing student loan to the new End of Term date, which we do not want.)
2. In Configuration, select the institutional scope, and go to **Fulfillment > Library Management > Opening Hours**.
3. Find the event with description, “End of Term”. In the row actions menu, click Edit.
4. Change the date to the end of the next term (e.g., the last day of exams for Fall Semester), and click Save.
5. Click “Apply Changes” and then “Save” on the Calendar Management page.