Procedures for LibCal Calendar Hours Setup

Refer to the Library Hours confirmed by the GPC Libraries Directors’ Committee

Open existing calendar (GPC Libraries Hours) or add a new one if needed.

To Add Hours:

1. Add Regular Term Recurring Hours
   e.g. Alpharetta Campus Library
   1/13/2014 to 5/8/2014
   Monday - Thursday 8am - 7pm; Friday 8am - 2pm; Sat-Sun Closed
   Exception: Monday, January 20, Closed for Holiday

   Click “Add New Event”

   • Enter Date/Time
     o Click “Repeated” radio button to add hours as recurring events, then select “Weekly” and checked the day(s) of the week
       ▪ Repeat every 1 week(s) on (default)
       ▪ “Mon, Tue, Wed, Thur”, “Fri”, or “Sat, Sun”
     o Click the “From:” and “To:” textboxes to select start date and end date of the period
       e.g. 2014-01-13 and 2014-05-08
     o Check “All day” box and no need to enter time

   • Enter Event Title and Description (for detailed display to shown to the public)
     e.g. Alpharetta 8am - 7pm

     Note: Max length for Event Title = 23 characters for proper display in all widgets (website, LibGuides, LibAnswers, Galileo, etc).

   • Enter Event Details
     o Location/Room: No Location
     o Campus: select campus from dropdown, e.g. Alpharetta
     o Color
       ▪ Regular AL/DE/NW = \#83adf1
       ▪ Regular CL/DE = \#c2d3f2

   • Click “Submit: Add New Event!”

Repeat the steps to add the hour of the remaining recurring weekday and weekend, and then for additional date range(s) such as Intersession Hours.

** Note: For Chat, need to add a space prefix to have it listed first. Springshare has the tool truncated the leading space in the initial recurring creation but so far allows that when the recurring event is
edited. The space is not allowed when single event of the recurrence is edited. If space prefix can’t be kept, put underscore ‘_’ as prefix for the individual exceptions.

Note: For long holiday, it takes less effort to split the term range and add multiple recurring ones than multiple “Modify Single Event”.

2. Add Exception Closed / Changed Hours
   - Click the item to be changed
   - Select “Modify Single Event”
   - Edit the Event Title, e.g. Alpharetta Closed
     **Note: max length = 23 char**
   - (Select another Event Color for the new status if needed)
   - Click “Submit: Update Event!”
   - Repeat for additional exceptional changes.

To Change Hours:

- For single date, click the event and choose “Modify Single Event”. See “Add Exception Closed / Change Hour” above for details.
- For all dates of a range, click any current or future event, then choose “Modify All Recurring Events”.
- Make the change and click the corresponding nearby Save button. A green “Saved!” button is displayed.
- Click “Return to Calendar: GPC Libraries Hours” on top to go back to the calendar.

** Caution: Changes to recurring event OVERRIDE the Exception ones. However, it only applies to current and future ones but not the past ones.

To Remove Hours:

- Click the event and choose “Delete Event”
- No prompt for single event deletion, but with popup to prompt for recurring event to choose single/all/future only deletion.