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Prepare Symphony for Library Temporary Closure-Reference Guide

This document is a quick reference for things to do in Symphony in the event of a temporary closure. If you have questions or need additional help please contact Customer Support support@sirsidynix.com

- Adjust the library calendar so that the closed dates includes days you expect to be closed
- Use the *edit due dates globally* report
 - Select items due during the closure.
 - Move the due date to your next open date.
- Suspend reports for assumed lost and/or process long overdue.
- Don't want your holds to expire? Simply suspend the *expire available holds* report. A hold past its pickup date will remain active and available for pickup as long as it **IS NOT** processed by this report.
- In order to stop allowing all new holds to be placed or trapped. Try having one line at the bottom of the hold map with library, user profile, item type each set to ALL, permission NOHOLDS and priority NONE.
- Adjust expiration dates for various users