



Library Services
 15751 E. 1st Ave. (ESC#2)
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Library Services

Textbook Manager: Changing the Due Date When Checking Out Textbooks to Staff

The Textbook Manager Module operates differently than the Library Module. There are no options for different circulation types and dates. All textbook checkouts get the same default date of 5/16/2016, which is used for students. You **MUST** manually change the date so that staff members will get their correct date: 5/27/2016. If the date is not changed, then at the end of the year, **ALL** staff checkouts will roll to lost, along with the student textbooks.

How to change the due date:

Bring up the teacher and check out the textbook. It should look like this:

SWAMP, VIOLA (Staff: [P 666666](#)) [View Classes](#) [Edit Patron](#)

Checked Out Textbooks: 1
 Overdue Textbooks: 0
 Library: \$0.00 / Textbooks: \$0.00
 Patron: \$0.00

[Fines](#)

Grade Level
 Homeroom
 Lunch Number
 Room
 Young Adult
 Electronics
 Aurora On-Line HS

Only today's check outs [Receipt](#)

Checked Out

Investigations in Number Data and Space: Grade 1 - Student Math Handbook Due 5/16/2016
 (Copy: [4647000088646A](#))

Items Out

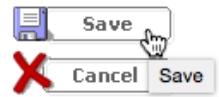
[Change](#)
 Change Due Date

Click on [Change](#) to set the Staff Due Date.

Click the button to select : *Selected date*. Enter into the field: 5/27/2016. Click Save.

Change the due date for checkout to patron...

[How do I... ?](#)



Selected date: Default date: 5/16/2016

<< May 2016 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

When renewing staff textbooks for an additional year, set the date and choose until logout. You will then be able to renew as many staff textbooks as needed.

Student Textbook Due Date: 5/15/2017

Staff Textbook Due Date: 5/26/2017

Due to different calendars, schools may have different due dates.