

## VALNet School Closures Procedures in Koha

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When it's time for schools to close for the summer, the following points are addressed. Instructions follow.

1. Sys Admin reps coordinate individually with the schools they handle – [worksheet on last pg.](#) 😊
2. A closed school's items will not circulate past the end of the school year.
3. Holds can't be placed on a closed school's items.
4. A closed school's items are hidden in the OPAC.
5. Schools' patrons see the message that school is closed for the summer and much choose a different pickup location.
6. A notice about the pertinent dates is put on Koha for staff.
7. A brief notice is put on the OPAC for patrons.
8. An email should be sent notifying the schools whom to contact in case of problems.
9. All this is reversed when schools reopen, usually all at the same time.

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### 1. **Each year, establish VALNet-wide dates that can be applied to all schools:**

#### ➡ To Close

- a) **Hard due date [HDD] (set it to a week or so before schools close)** \_\_\_\_\_  
These don't have to be set on the actual HDD date; can be done a bit ahead.
- b) **Last day schools will be available as pickup locations** \_\_\_\_\_  
Must be done on the date the reroute will take effect.
- c) **Last day schools will fill holds** \_\_\_\_\_  
Must be done on the date the schools will no longer fill holds.

#### ➡ To Reopen

- d) **The day schools will be available as pickup locations** \_\_\_\_\_  
Must be done on the date the reroute will take effect.
- e) **The day schools will start filling holds** \_\_\_\_\_  
Must be done on the date the schools will no longer fill holds.

Determine who will manage the process, calendar the dates, and either do or assign the tasks.

**Recommended: before changing a school's circ rules for closure, save or print a copy – just in case.**  
Run Rpt #97 (a list of all libraries' circ rules), download it to Excel, save or print.

## 2. [Set the hard due date \[HDD\]](#)

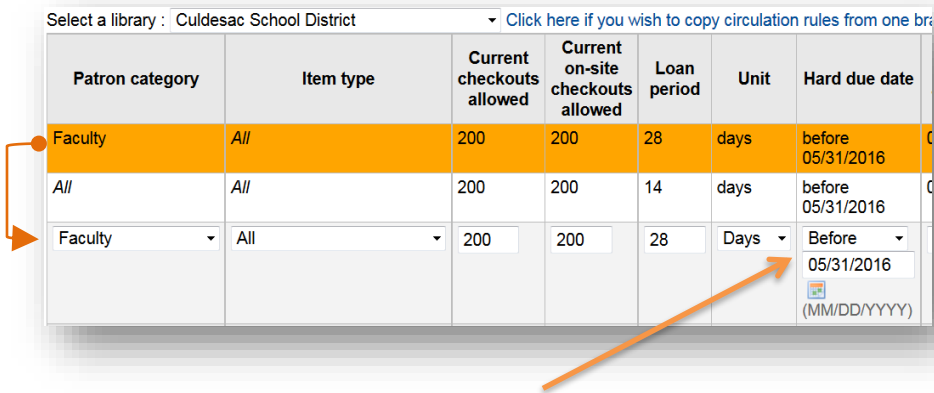
### ➔ To Close

[Koha Administration > Circulation & Fine Rules.](#)

Set a HDD for each of a school’s individual rules. **Don’t delete any circ rules, just edit each to apply the HDD to each rule.**

Click **Edit** at the far right of the rule.

The rule will appear in orange, and will also show below all the rules. It looks like you’re adding a new rule, but you’re not. This is where you do any editing.



Use “Before” and pick the date from the calendar tool. At the far right, **click Save for each rule**; you cannot edit multiple rules then click save afterward.

Once set, this overrides loan periods, so if an item is checked out even the day before, it’s due on the HDD. Setting this to a date a week or so before the school actually closes allows time to check in, shelve or route items as needed.

This is how GEM looks with the HDD added. All its rules are still there.

Patron category	Item type	Current checkouts allowed	Current on-site checkouts allowed	Loan period	Unit	Hard due date
Faculty	All	200	200	60	days	before 05/24/2017
All	DVD	20	20	21	days	before 05/22/2017
All	Videocassette	20	20	21	days	before 05/22/2017
All	All	200	200	21	days	before 05/22/2017

A library’s rules can be “cloned” or copied to another but only as a batch, not selectively. So, if all a school district’s elementary schools all have the same rules, you can edit one’s rules then copy its

rules to the other schools. Careful: when cloning, the entire set of a library's rules will overwrite the other library's entire set of rules.

**For Lewiston Schools** – per George, Lewiston schools don't need a HDD set because they don't need their items back before school closes. [Verify -- Is this still true if they close for August?]

### ➔ To Reopen

For each closed school, edit each rule to remove the HDD. Click **Edit**, delete the date in the HDD field, click **Save** after editing each rule.

## 3. **Make the closed schools' items "No Holds Allowed"**

### ➔ To Close

[Koha Administration > Circulation & Fine Rules.](#)

This must be done individually for each closed school on the date it takes effect.

Change Hold policy to **No holds allowed**. Click **Save**.

Default checkout, hold and return policy for Asotin High School					
You can set a default maximum number of checkouts, hold policy and return policy that will be used if none is defined below for a particular item type or category.					
	Total current checkouts allowed	Total current on-site checkouts allowed	Hold policy	Return policy	
Defaults	<input type="text" value="500"/>	<input type="text" value="500"/>	<input type="text" value="No holds allowed"/>	<input type="text" value="Item returns home"/>	<input type="button" value="Save"/> <input type="button" value="Unset"/>

### ➔ To Reopen

Change the Holds policy setting back to **From any library**.

## 4. **Hide schools' items in OPAC**

[Koha Administration > Global system preferences > OPAC tab > OpacHiddenItems.](#)

### ➔ To Close

On the date determined for hiding schools' items in the OPAC, add those schools' 3-letter branchcodes within the "homebranch: " section, between the [ ].

OPAC preferences	
▼ Policy	
Preference	
OpacHiddenItems	<pre>location: [CIRC, CAT, LEWSTORAGE, HIDDEN, XLCDMISS] itype: [UNCAT, PROF] homebranch: [CAR, ASH, CEN, CHS, CVE, CVH, CSD, GEM, GHS, JEN, KES, KHS, KMS, LPE, LPH, LMS, MGH, ORC, OHS, PHS, THS, WHI] damaged: [1, 2]</pre>

## ➔ To Reopen

Remove the 3-letter branchcodes. Be sure to always leave in “CAR” as a homebranch and “damaged: (1, 2).”

## 5. **Change schools’ pickup locations.**

Koha Administration > Global system preferences > OPAC tab > OpacUserJS

## ➔ To Close

**IMPORTANT – save a copy of the original code.** This requires changing Java Script [JS] code. There are many sections of code in this block performing numerous functions. Before editing, make a copy of the entire body of code contained in this block, even though you’ll only edit a portion of it.

To save it, while in the block, use Cntl+A (select all), copy it, then paste the copied code into a new Word document or Notepad for editing.

Be aware that pasting into Notepad may work better than Word. Word can auto-correct quotation marks that don’t then work properly when pasted back into the JS block. To prevent this, in Word go to File > Options > Proofing > AutoCorrect Options > AutoFormat tab and deselect the box for “Straight quotes” for “smart quotes.”

After pasting a copy into Notepad or a clean Word document, paste it again into a second clean one and label it “original.” Now you can edit in the 1st copy while preserving the 2nd as the original body of code. Use find, highlighting, etc., to make editing easier, then paste the whole body of code back into the OPACUserJS block.

Once the code is copied and you're ready to edit, use **Find** to locate the following code:

```
//BEGIN School Closures  
//BEGIN Remove schools from pickup dropdown for summer
```

Below that is a section of code for each school library that tells Koha to give school patrons the message that their school is closed and tells them to choose a different pickup location. This is done for all schools regardless of whether they're filling holds over the summer or not. Even though some school items can be borrowed during the summer, they aren't picked up at the school.

The **/\*** opening tag appears in front of ASH (the first school). The **\*/** ending tag appears behind WHI (the last school). Rather than deal with individual lines of code these opening & ending tags tell Koha to treat everything in between as a group.

**Use the opening & ending tags during the school year** to tell Koha to ignore the code in between. **Remove them during the summer** to tell Koha to pay attention to the code and prevent the schools from being used as PU locations.

```
//BEGIN School Closures  
//BEGIN Remove schools from pickup dropdown for summer  
  
/* //to remove ASH as a pickup location for the summer remove slashes from next line:  
$("option[value='ASH']").attr("disabled" "true").append(' - Closed for the Summer');  
//To block patrons from selecting ASH as a pickup location:  
if($("select[name='branch']:selected").val() == "ASH") {  
alert("Your home branch is closed for the summer. Please select a different pickup location.");  
$("select[name='branch'] option:contains('Asotin High')).prop("selected" false);  
};
```

```
//to remove WHI as a pickup location for the summer remove slashes from next line:  
$("option[value='WHI']").attr("disabled" "true").append(' - Closed for the Summer');  
//To block patrons from selecting WHI as a pickup location:  
if($("select[name='branch']:selected").val() == "WHI") {  
alert("Your home branch is closed for the summer. Please select a different pickup location.");  
$("select[name='branch'] option:contains('Whitman')).prop("selected" false);  
};  
  
*/  
//END Reroute school locations from pickup dropdown for summer|
```

**IMPORTANT – don't delete any code. Use two slashes at the front of the line to make it inactive without removing it, or for explanatory-only text.**

After editing, select the entire body of code and copy it. In Koha, click in the OPACUserJS block, Cntl+A to Select All, then paste. This pastes the edited body of code over all the block's original contents. Scroll down and click on **Save all OPAC preferences**. If it doesn't work right, you can restore the block by copying and pasting the original code from the 2nd (unedited) Word document or Notepad.

## ➔ To Reopen

Copy the body of code, paste it to Notepad or Word for editing. Locate the `//BEGIN School Closures` section.

Add `/*` in front of the ASH code and `*/` below WHI. Refer to the screen shots above. This tells Koha to ignore the summer instructions; the schools will again be their patrons' default pickup location.

After editing, select the entire body of code and copy it. In Koha, click in the OPACUserJS block, Cntl+A to Select All, then paste. This pastes the edited body of code over all the block's original contents. Scroll down and click on **Save all OPAC preferences**. If it doesn't work right, you can restore the block by copying and pasting the original code from the 2nd (unedited) Word document or Notepad.

## 6. Putting info on Koha page for staff reference

Koha Home > News

Edit the “Did you know...” block on the News blurb.

**Did you know...**

Schools are preparing to close. Some will be filling holds during the summer. Any school items requested during the summer, if available, will be routed for pickup to the nearest public library. Contact your Sys Admin rep with any questions.

Courtesy of your VALNet Sys Admin group

Posted on 04/10/2017 [Edit](#) | [Delete](#) | [New](#)

## 7. Notifying patrons about closures via the OPAC:

Koha Administration > Global system preferences > OPAC tab > OpacMainUserBlock

Add a blurb to the OPAC page to remind patrons about school closures. The text is included in the OpacMainUserBlock; add or remove the CSS tag `style="display:none;"` tag to either show or hide the outlined text as needed. If the tag is present, the text will not be displayed. If it's removed, the text will appear on the VALNet OPAC home page.

<p>OpacMainUserBlock</p>	<p>Show the following HTML in its own column on the main page of the OPAC:</p> <pre>&lt;div class="container-fluid"&gt; &lt;center&gt; &lt;br /&gt; &lt;h1&gt;Welcome to VALNet&lt;/h1&gt;  &lt;p&gt;   &lt;h2&gt;&lt;font color="blue" style="display:none;"&gt;The VALNet   catalog may be offline for several hours on the evening of   Saturday, MM-DD, YYYY, due to a software upgrade.&lt;/font&gt; &lt;/h2&gt;&lt;/p&gt;  &lt;p&gt;   &lt;font color="blue" style="display:none;"&gt;Some VALNet   schools will be closed for summer break and their items   may not be available. You may continue to search and   place holds as usual. If you know a school has a copy of   a book but you don't see it in your search results, please   try again after school starts when those items are   available again. We appreciate your patronage.&lt;/font&gt;&lt;/p&gt; &lt;br /&gt;&lt;br /&gt; &lt;p&gt;   VALNet is a consortium of public and school   libraries,&lt;br /&gt;in Southeastern Washington and North   Central Idaho&lt;br /&gt; working together to share resources   and information services.   &lt;br /&gt;</pre>
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		CLOSING - spring					OPENING - fall		
	who does the settings	SCHOOL CLOSURES	hard due date	last day school is available as PU loc	Hide school in OPAC	last day school will fill holds	SCHOOL OPENS	1st day school is available as PU loc	1st day school will fill holds
ASH	AP								
CHS	AP								
LMS	AP								
LPE	LC								
LPH	LC								
CSD	LJ								
CVE	LJ								
CVH	LJ								
ECL	LJ								
GEM	LJ								
GHS	LJ								
KES	LJ								
KHS	LJ								
KMS	LJ								
OHS	LJ								
PHS	LJ								
THS	LJ								
CAM	MAF								
CEN	MAF								
JEN	MAF								
LHS	MAF								
MGH	MAF								
MSO	MAF								
ORC	MAF								
SAC	MAF								
WEB	MAF								
WHI	MAF								