

# Due Dates

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# Update the Faculty Due Date

As with each IZ that participates in consortial lending needs to maintain the fixed due date on their calendars for patrons in "wrlc user" user group with the "WRLC Faculty" job category, so does the SCF IZ. This is done 3 time a year so that Faculty can have loans that last the semester. The dates are changed about 6 weeks prior to the expiration of the current due date.

The designated due dates are January 31st for the Fall semester, May 31st for the Spring semester, and September 30th for the Summer sessions.

The dates are changed on the following schedule:

- January 31 due date is set on about August 15th.
- May 31st due date is set on about December 15th.
- September 30th due date is set on about April 15th.

# Bulk Due Date change for pseudo-patrons

Since there is no method to automatically renew items loaned to the scfapp pseudo-patrons, this must be done manually.

This should be done once the "Faculty due date" has been updated in the SCF. (This is done 3 times in a year.)

Procedure to Update the item due dates: