

## **HANDLING SNOW DAYS OR OTHER UNPLANNED CLOSURES**

***THIS DOCUMENT WILL HELP OPERATORS DEAL WITH UNPLANNED FACILITY CLOSURES USUALLY DUE TO A SNOW DAY OR OTHER UNPLANNED SHUTDOWN. THESE CLOSURES WERE NOT PREVIOUSLY DEFINED AS A HOLIDAY / NO SHIPMENT DAY ON THE FACILITY'S OPERATING CALENDAR.***

**\*Please Note – For the most part, most facilities will NOT want to apply any of the procedures in this document and simply run their normal daily procedures to let the system deal with the day off. If your facility has many once a week route schedules then consider the use of this document.**

Upon arriving at the library on the day after a snow day or other unplanned closure the following decisions must be made. You can choose to use the UTILITY DOWN program which is part of Series-M Version 6, or you can use the UTILITY - SNOW DAYS program which is a part of Series-M Version 7 if you have purchased the version 7 system.

1. When will the items that were scheduled to be checked back into the library on the snow day be returned?
  - a. TODAY - If they will be returned today, you may choose to not EXTEND the requests using the UTILITY DOWN or SNOW DAYS program. If there are any items that were scheduled to go back out today, they will be canceled if the today's DAILY reports are run before the items are checked back in.
  - b. NEXT SCHEDULED PICKUP - If yesterday's pickup was a once a week or twice a week route and the items will not be picked up until the next scheduled pick up date, it is recommended that the UTILITY DOWN EXTENDS program or the SNOW DAYS – EXTEND option be run to change the CALL and DUE dates for these requests to the new pick up date. The program extends **without checking availability**, so this should only be run if the items will not be returned earlier.
  
2. What to do with items that were scheduled to be delivered on the snow day?
  - a. If you plan on delivering the snow day items today, do not run the UTILITY DOWN CANCEL program or the SNOW DAYS – CANCEL option. When the DAILY reports are run for today, they will process the requests from the snow day.
  - b. If the snow day's delivery was a once or twice a week route and you will not be going to these buildings until the next scheduled delivery, you may choose to Cancel these shipments.
  - c. If the standard booking period is long and after a late delivery the user will still have time to use the material, you could let the DAILY reports process the requests. The requests will still have the same Due date, be careful to not deliver items too close to the Due date.

## **V7 – UTILITY “SNOW DAYS”**

The “SNOW DAYS” program is used to correct the Active Request file for missed pickup and shipment dates. You must use the utility **BEFORE** running your daily paperwork on the day you get back. There are several options you can choose from that will produce different results, and determining which to use depends upon how your facility operates. Outlined below are descriptions of the options to assist you. The utility is found from the main menu in Series-M version 7. Navigate through the following menu options:

### **UTILITY**

#### **SNOW DAYS**

Once on the Snow Days program screen you will see the following options:

**SHIP DATE** This is the date that snow day occurred on. If you have missed multiple days in a row you will need to put the first closure date in this option. You will then need to run this utility over again for each of the subsequent closure dates in the order they occurred.

#### **SHIPMENT OPTIONS**

**CANCEL** Parameters:  
One Building Number only  
One Route Number (all buildings on that route will have requests for the ship date changed)  
OR  
Any Building (all buildings regardless their route will have requests for the ship date changed)

**REBOOK** Change Extend parameters (Extends CALL date, and sets NEW CALL date, DUE DATE for building and route range.)

#### **EXTENSION OPTIONS**

**EXTEND** Change Extend parameters (Extends CALL date, and sets NEW CALL date, DUE DATE for building and route range.)

**STRETCH** Change Stretch parameters (Stretches the DUE date by changing the DUE date without changing the CALL for building and route range.)

**ALL** Prompt to change ALL parameters (Changes all three sections.)

**LIST (F4)** Display the list of processed requests.

**NOTE:** Canceling a SHIP date can be done at the same time as extending a DUE date.

## V6 - UTILITY DOWN

The UTILITY DOWN program is used to correct the Active Request file for missed pickup and shipment dates.

1. **UTILITY (F8)** (File backup, usage, rebuild and other utilities.)
2. **DOWN (F3)** (Corrects the shipping files for missed shipments.)
3. **CLEAR (F1)** (Clear (erase) the DOWN file, DAR.)
4. **Do you want to erase the DOWN file? (Y/n)** (Press "Y" to continue "N" to abort.)
5. **Are you sure that you want to erase the list of requests that are in the DOWN file? (Y/n)** (Press "Y" to continue "N" to abort.)
6. **SETUP (F2)** (Display the current program setup and prompt for change)
7. **Do you want to change the displayed UTILITY DOWN program parameters? (Y/n)** (Press "Y" to continue "N" to abort.)
8. **CHANGE DOWN PROGRAM SETUP** (Select one – see OPTIONS below)
9. **Fill in appropriate information**
10. **PROCESS (F3)** (Process requests as defined by the SETUP parameters.)
11. **IS IT OK TO RUN PROCESS ? (Y/n)** (Press "Y" to continue "N" to abort.)
12. **PRINT LIST (F5)** (Print the list of processed requests.)

### OPTIONS:

- CANCEL** Change CANCEL Parameters (SHIP date, Beginning Route Number, Ending Route Number, Beginning Building Number, and Ending Building Number.)
- EXTEND** Change Extend parameters (Extends CALL date, and sets NEW CALL date, DUE DATE for building and route range.)
- STRETCH** Change Stretch parameters (Stretches the DUE date by changing the DUE date without changing the CALL for building and route range.)
- ALL** Prompt to change ALL parameters (Changes all three sections.)
- LIST (F4)** Display the list of processed requests.

**NOTE:** Canceling a SHIP date can be done at the same time as extending a DUE date.

### PLEASE NOTE:

The UTILITY DOWN EXTENDS program or the UTILITY – SNOW DAYS does not check availability, so it **must not** be used as a batch extension program for normal requests.

If you decide to run the UTILITY DOWN program or the UTILITY – SNOW DAYS, it **must be run before** the DAILY reports are run.

The UTILITY DOWN program saves a copy of all the original and modified requests in a file. These can be printed if you need a list of the requests that were changed.