



SIERRA CIRCULATION

How to Extend Due Date for a Batch of Items

Occasionally, library staff wish to extend the due date for a group of items. For example, a mistake in the Days Closed table may cause items to fall due on a day that the library will be closed, or a bookmobile may have missed a stop, causing all items to be overdue before the next bookmobile visit.

Staff may batch renew items in the "Extend Item Due Dates from a Review File" function, available in Sierra and in Offline Circulation.

Both methods allow a renewal that would normally be blocked by patron blocks or loan rule renewal elements. This behavior ensures that the library's database has correct information about items in the possession of patrons, even if some of those transactions would not have been permitted had the patron attempted renewal at the circulation counter when circulation access was available.

Likewise, both methods permit a due date to be assigned that the system might not assign automatically. With the rapid update method, the user inputs the date that the system applies. With the Offline Circulation method, the system uses the due date stored in the manually created circ.dat file even though it may not match the date that the system would have assigned during a circulation transaction that consults a loan rule and the Days Closed table.

Extend item due dates from a review file

"Extend Item Due Dates from a Review File" is an optional feature. When this feature is enabled, library staff can create a review file of items due on a particular day and use Rapid Update mode to batch update the due date of those items. To request setup of this feature, open a ticket with Support.

See more information at [Extending Item Due Dates from a Review File](#) in the Sierra Guide.

Prior to using this function, review the list of considerations that apply when updating due dates using Rapid Update mode. Considerations are listed in the "[Updating Due Dates](#)".

In addition to reviewing the list of considerations with staff prior to using this function, remind staff that the only field changed in this process is pre-set item DUE DATE. No other item field will be

updated. See the "Extending Item Due Dates from a Review File" highlighted note in [Rapid Updating of Records](#).

NOTE: Be sure that you process only currently checked-out items when extending due dates from a review file. Items that have been checked in should be removed from the review file prior to processing the file.

Use Offline Circulation to perform a batch renewal

Library staff can manually create a data file with the same format as the file created by Sierra when library staff renew items via Offline Circulation. This file can then be uploaded and processed, renewing the items in a batch.

Sierra loads and processes the manually created data file just as it would a file created within Offline Circulation.

To create an Offline Circulation file for batch renewals, complete the following steps:

1. Create a list of all the items to be renewed.
2. Output the patron and item barcode information to a data file.

For more information on methods of output, review the following:

- [Exporting Records from a Review File List](#)
- [Printing a List of Review File Records](#)
- [Importing and Exporting Files](#)
- [How To Export Data \(Output Data Methods\)](#)

3. Open the data file you output into a text editor program. Using the text editor, manipulate the information so that each item to be renewed appears in the file in this format:

o:transaction date:item barcode:patron barcode:due date:statistical group number

ELEMENT	MEANING
o	Indicates the transaction is a renewal
transaction date	Today's date, date of renewal activity
item barcode	barcode of the item to be renewed, preceded by a 'b'
patron barcode	barcode of the patron with this item, preceded by a 'b'
due date	New due date to be assigned to the renewal

statistical group number	Statistical group of login doing transaction (you may want to reserve a special statistic group number for this type of activity)
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For example:

o:1912010830:b31551010350230:b215510204020201:2001310400:992
o:1912010942:b34232121324560:b215510204020201:2001310400:992

In this example, the transaction date is December 1, 2019 and the due date is January 31, 2020.

NOTE: Dates include times. Innovative recommends that due date's use 0400 as the time. This is the time the system considers daily loans "due." The date format is yymmddhhmm where yy is the year, mm is the month, dd is the day, hh is the hour, and mm is the minutes.

4. Once the data matches the format above, save the file as circ.dat. Move the file to the C:\Sierra Desktop App\Offline directory.
5. Upload and process as usual.

Additional Offline Circulation Resources

[Offline Circulation](#)

[Managing Statistics Created by Offline Circulation Transactions](#)

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