Settings - Calendar

Purpose

This area of Settings lists calendars for FOLIO service points that allow libraries to set open and closed hours for those service points.

There is one calendar for each service point, available under Library hours.

You do not create calendars directly. You create a Service Point, and then FOLIO creates an associated calendar for you to manage.

Library opening and closing hours must be set / configured for any service point that serves as a primary service point for one or more locations where items are held.

Permissions

The Calendar section of Settings has basic CRUD permissions:

- Settings (Calendar): Can view calendar events
- Settings (Calendar): Can create, view, edit, and remove calendar events.
- Settings (Calendar): Can create, view, and edit calendar events

No action-based permissions are currently known to exist in this area of FOLIO. If any are developed, please add them to this documentation.

UX/UI

All Service point calendars are listed under Library Hours.

- Each Service Point has a corresponding calendar with the same name.
- When you select that calendar, you will also see the service point code and discovery display name.

Then you have two options for creating / modifying hours for that service point.

- Regular library hours
- Actual library hours

The idea is that a library would create "Regular library hours" for specified time periods, and that would be the hours the library expects to be open. When a time period is created, it will be listed on the screen as Start Date - End Date.

Then, libraries would use the "Actual library hours" option to add exceptions to the regular library hours, such as weather closings, or expanded hours for exams.

Searching

There is no search functionality in this part of FOLIO.

Functional workflows

- Add library regular hours
- Modify / delete library regular hours
- Add exceptions to a service point's calendar.

No action-based permissions are currently known to exist in this area of FOLIO. If any are developed, please add them to this documentation.

Reporting

There are no in-app reports in this section of FOLIO.

Integrations

- https://github.com/folio-org/mod-calendar
- https://github.com/folio-org/ui-calendar
- https://github.com/folio-org/react-big-calendar

Libraries may wish to develop integrations for this area that could support

- use of hours from an institutional / broader calendar, if their institution has one that also offers an API;
- connections between service point hours and room scheduling software such as LibCal;
- external display of service point calendars, such as through Outlook or on a library's public website.
No existing integrations between this area of FOLIO and outside tools are currently known to have been developed. If any are developed, please add information on them to this documentation.