Scheduling Holiday Closings in Events and Room Reserve

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Depending on which software you have, there are multiple ways to schedule a holiday closing. Please note the setups carefully:

 1. I have Events only OR Events and Rooms and a MULTIBRANCH library.

 If you have both Events and Rooms and a Multibranch library, then schedule holiday closings in EVENTS.

 In All Branches mode, go to [Add/Edit/Archive](#) and [Add a new Event](#).

 Select the option 'System Wide' under the Branch selection drop down list. Apply the closing to locations (i.e. rooms, meeting spaces, etc.) under Event Information by selecting 'Check All' to apply to all locations, or select specific locations individually by checking the box next to the location name.

 Call the Event: Holiday Closing (or whatever meets your needs). You may wish to create an [Event Type](#) called Holiday Closing. You do not need to do anything in the Rooms side. By choosing all locations and branches, you've effectively closed all the rooms as well.

 2. I have ONLY Rooms in a MULTI or SINGLE BRANCH library.

 In either a single or multibranch environment, Â Go to Â [Room Request/Reservations](#) Â in All Branches mode. At the top of the page, you'll see a button labeled 'Add Holiday/Room Closing'. Use it to set up your holiday. Â

 3. I have only Events or Events and Rooms in a SINGLE BRANCH library.
 Custom Fields Applicable To: Admin Users**Attachments:** No**Summary:** How to schedule a holiday closing in Events or Room Reserve

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