



Special Due Date Helper (Extending Loan Periods for Items) Guide

Last updated: July 7, 2026

The Special Due Date Helper appears in the row of helpers across the top of the CheckOut, Renew User, and Renew Item wizards.

There is a video guide accompanying this guide which can be found here:

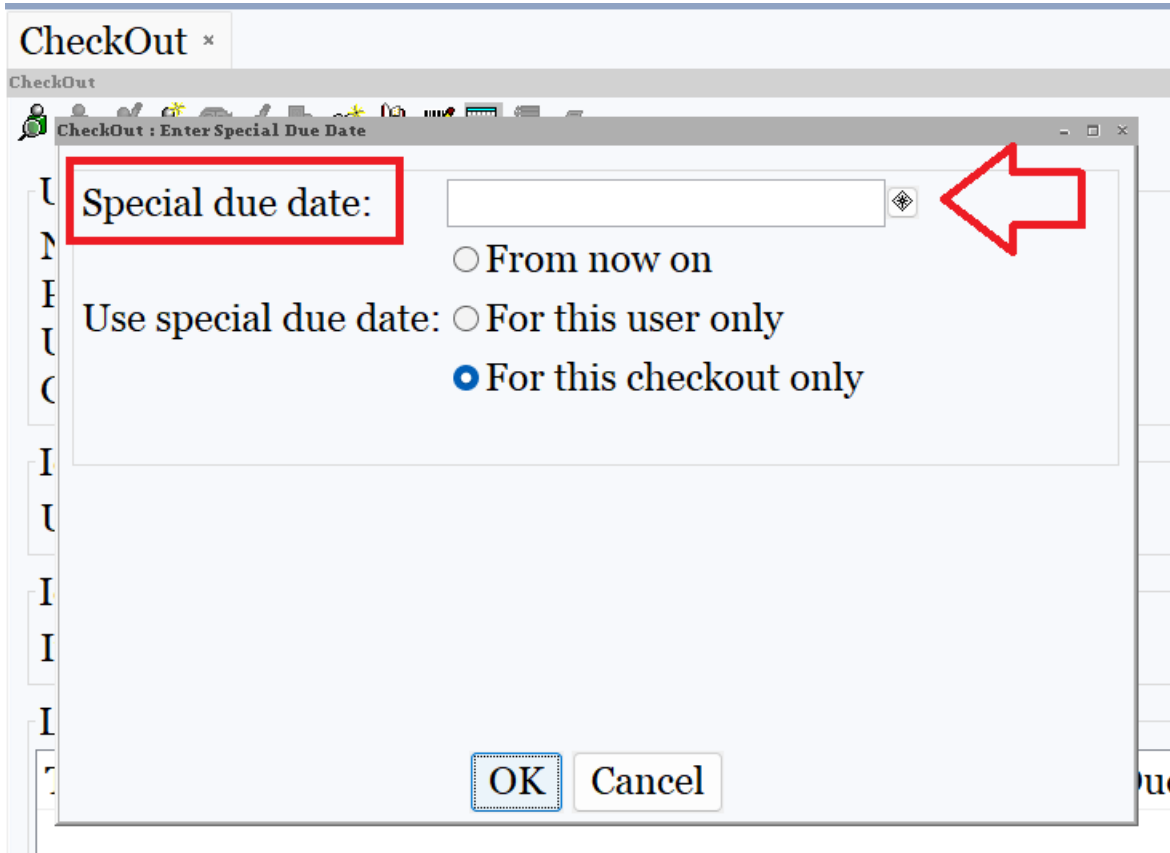
<https://www.youtube.com/watch?v=Y1C8Ub0uvoY>.

CheckOut Wizard

To extend or shorten the loan period during checkout, click the Special Due Date helper icon before items are entered into the item ID box.



The “CheckOut: Enter Special Due Date” box will pop up.



The new due date can be typed into the blank Special due date box using mm/dd/yyyy format or the date can be selected from the calendar using the gadget at the end of the box.

If you click on the gadget the “Gadget: Day and Time” box will appear.

CheckOut : Enter Special Due Date

Gadget : Day and Time

☐ No date ☒ Specific date

Date

← July 2024 →

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Time

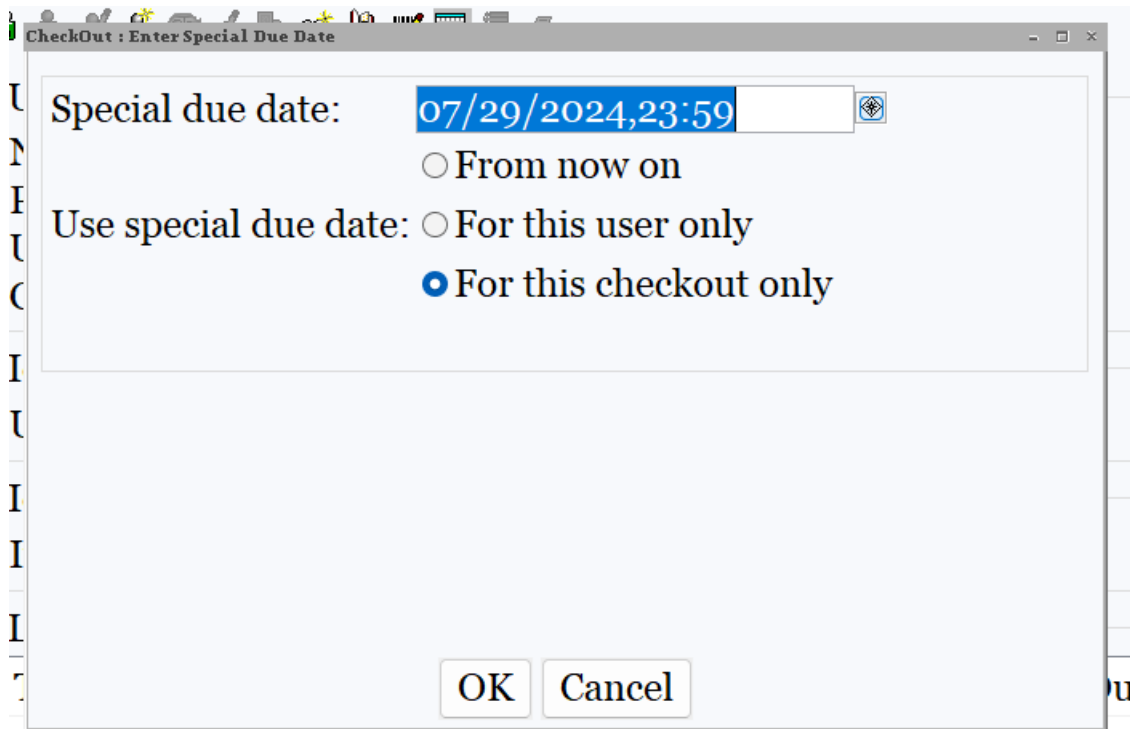
11 : 59 PM

OK Cancel

On the “Gadget: Day and Time” box:

- Select the radio button in front of “Specific date”
- Highlight the new due date on the calendar in the box.
- Click the OK button on the bottom of the “Gadget: Day and Time box” to close the box.
- The time should ALWAYS be set to 11:59 PM.

The new due date appears in the “CheckOut: Enter Special due date” box.



CheckOut : Enter Special Due Date

Special due date: 07/29/2024,23:59

☐ From now on

Use special due date: ☐ For this user only

☒ For this checkout only

OK Cancel

Select one of the “Use Special due date” radio buttons:

- **From now on:** Applies the special due date to all patrons until the wizard is closed. If you select Check Out to New User, that due date will stay and be applied to the next patron. You MUST select Close for the date to go back to normal.
- **For this user only:** Applies the Special due date to all items charge out to this patron.
- **For this checkout only:** The Special due date applies only to the very next item charged out. If the patron has multiple items to charge out, the normal due date will be applied to any remaining items.

This process is the same for the Renew Item and Renew User wizards.

CheckOut *

CheckOut

User Information

Name: NASLUND, RORY E Status: OK Library: AG_ALS-PDC
 Profile name: ADULT... Amount owed: \$0.00 Available holds: 0
 User categories: Y Overdues: 0
 Group ID: Privilege expires: 6/13/2027

Identify user

User ID:

Street: 40 NAUGHTY CAT LN
 City, state: MEOWINGTON IL
 Zip: 48169
 Phone: 309-435-5228
 Email: CATNIPADDICT@KITTY.COM

Special date due will be used: 07/28/2024,23:59

Identify item

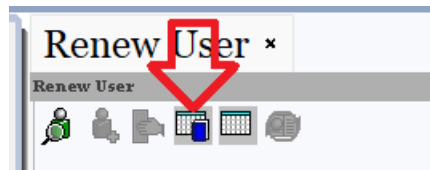
Item ID:

List of checkouts

Title	Call number	Item ID	Date Due	Billed	Amount Paid Au...	Type

Limit List By Due Date Helper

The Renew User wizard also contains the “Limit List By Due Date” helper. The “Limit List By Due Date” helper can be used to limit the list of items that display in the Renew User wizard for an individual patron by due dates.



To limit the items displayed by due date; click the “Limit List By Due Date” helper icon.

The “Renew User: Limit Item Renew List By Date Due” box will pop up.

Renew User : Limit Item Renew List By Date Due

Limit Items to Renew

List items currently due on or before:

OK Cancel

A date can be typed into the blank “List items currently due on or before” box using mm/dd/yyyy format, or the date can be selected from the calendar using the gadget at the end of the box.

If you click on the gadget the “Gadget: Calendar” box will appear.

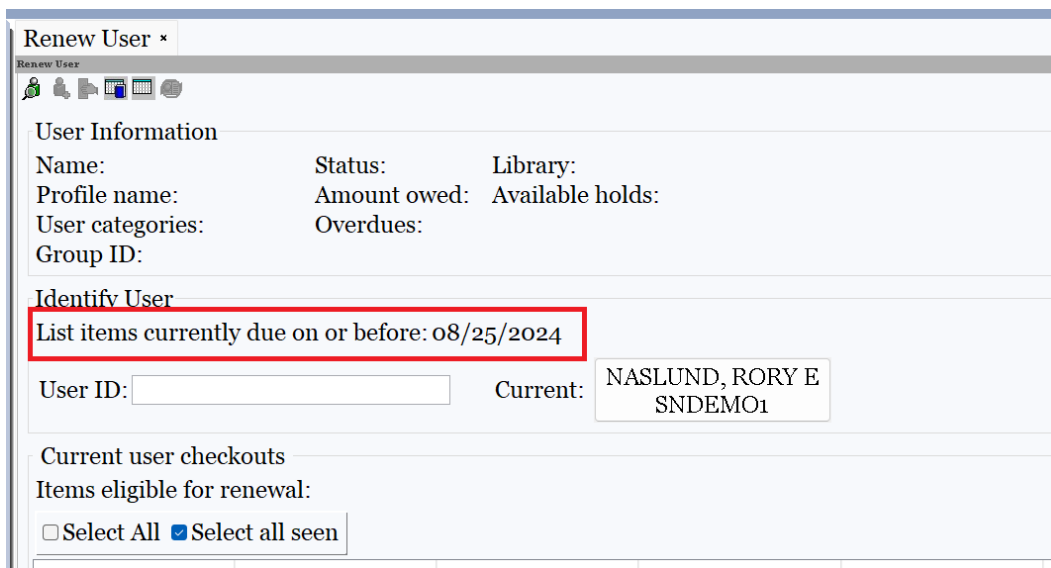
Highlight the due on or before date on the calendar in the box.

Click the OK button on the bottom of the “Gadget: Calendar” to close the box.

The “List items currently due on or before” date will appear in the “Renew User: Limit Item Renew List By Due Date” box.

Click OK on the bottom of the “Renew User: Limit Item Renew List By Due Date” box.

The list items currently due on or before date will appear on the renew user wizard screen.



Renew User x

Renew User

User Information

Name: Status: Library:

Profile name: Amount owed: Available holds:

User categories: Overdues:

Group ID:

Identify User

List items currently due on or before: 08/25/2024

User ID: Current: NASLUND, RORY E
SNDEMO1

Current user checkouts

Items eligible for renewal:

☐ Select All ☒ Select all seen

Either select items to be renewed or use the Special Due Date wizard to lengthen or shorten the loan period.

Close the Renew User wizard when finished renewing items for the patron.

Contact the RSA Help Desk at help@librariesofrsa.org or 866-940-4083.