



Changing Due Dates

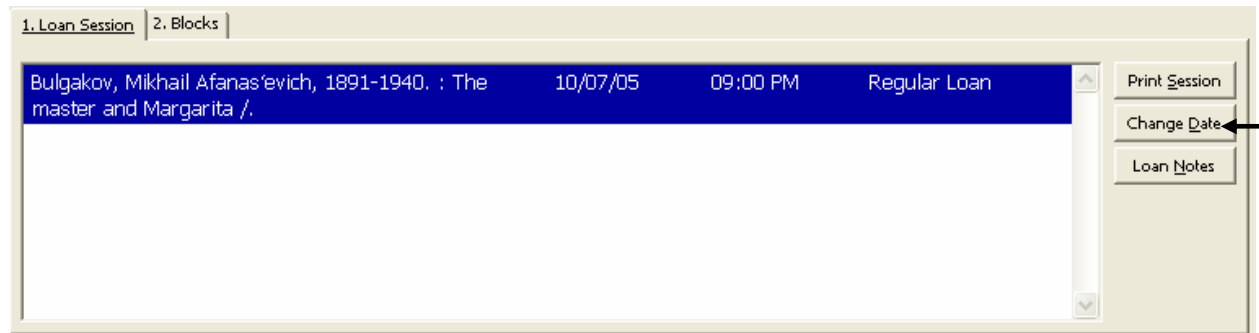
Sometimes permission is given to adjust loan periods on certain items. Adjusting loan periods using this procedure should *only* be done as items are initially loaned.

Note: If a due date needs to be changed after the item has been loaned, it should be renewed and the date in the pop-up window adjusted. [Renewing a Single Loan](#).

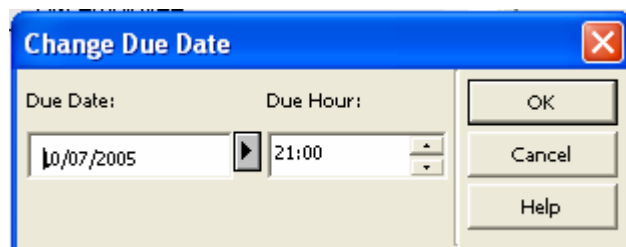
1. In the Patron field, type the barcode or the ID of the patron who wants to borrow the item. Click  or press Enter.



2. In the Item field, type the barcode of the item the patron wants to borrow. Click  or press Enter.
3. In the lower pane, click **Change Date:**



The Change Date form pops up.



4. Enter a new due date and hour and click **OK**.