

Loan Period Maintenance

This option allows you to create, delete and amend loan periods, for use with the Loans module. Loan periods are used when defining a default loan period for a library, and can be assigned to copies to override the library default, so that when a loan is made, the due date can be calculated automatically.

This page describes:

- [adding](#) a new loan period
 - [editing](#) a loan period
 - [deleting](#) a loan period
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To access **Loan Period Maintenance**, select **System Management > Loan Period Maintenance**.

The Loan Period Maintenance page appears:

Adding a new loan period

To add a new loan period:

1. Click **Create** in the Actions menu.
- 2.
3. Enter a description of the loan period in the *Description* field: this is a required field.
4. Then enter the number of days in the *Days* field, either by clicking on the arrows to increase or decrease the number, or by simply typing in the required number.



Note that you cannot define more than one loan period for a given number of days

5. Then click **Save** in the Actions menu, or **Cancel** to close the page without saving.

You will be returned to the Loan Period Maintenance page, with the new loan period added to the list, in alphanumerical order.

If you try to create or save a loan period definition for a number of days which already exists, you will see the following alert message:

Editing an existing loan period

To edit a loan period:

1. Click **Edit** next to the appropriate loan period.
2. The edit page opens, allowing you to edit the description or number of days for the loan period.
3. Then click **Save** in the Actions menu, or **Cancel** to close the page without saving.

You will be returned to the "Loan Period Maintenance" page, showing the amended details.

Deleting a loan period

To delete a loan period:

1. Click **Delete** next to the appropriate loan period.
2. Click OK when the alert message appears:

You will be returned to the "Loan Period Maintenance" page, with the deleted loan period no longer listed.