Learn how to change due date during and after checkout. You can override the automatically-calculated due date for an item during or after checkout. Unlike when you renew an item, there is no limit to the number of times you can change the due date for an item.

**Change due date during checkout**

When checking out items to a patron, optionally you can change the default due date.

1. In the left panel **Assist Patrons** area, scan or type the patron barcode in the **Enter barcode** box. If you type the number, click **Go** or press <Enter>. The Checkout tab of the patron record appears.
2. In the workspace, click **Set 'Due Date'** to the right of the Enter Barcode box. Type the new date in the **Due Before Date** box. Or click the **calendar** widget and click a **date** to select it.

**Set the exact time**

Optionally you can also set the exact time the item is due:

1. Click the **calendar** widget and click a **date**.
2. Click the time box below the calendar.
3. Click either **AM** or **PM**.
4. Select an hour and minute time (in 15 minute increments). Twenty-four hour time is used.
5. Click **Select**.

The changed due date appears next to the Enter Barcode box. Enter barcode to checkout items to the new date / time.

Note: The new date applies to all items checked out during this session for this patron. To return to the normal default due date, click the small box containing an X to the right of the calendar widget.

See [Circulation account roles, Overrides](https://help.oclc.org/Library_Management/WorldShare_Circulation/Check_out/Change_due_date) for information regarding which roles are capable of overriding the alert if the selected due date is beyond the Loan Policy.

**Change due date of an item that is already checked out**

In the left panel **Assist Patrons** area, scan or type the patron barcode in the **Enter barcode** box. If you type the number, click **Go** or press <Enter>. The Checkout tab of the patron record appears.

1. In the list of items checked out, select the check box (first column on the left) for the item whose due date you want to change. At the bottom of the list of items, click **Change Due Date**.
2. In the Choose Due Date window, enter the new due date (use the calendar widget or type):
- Type due date, click **OK**.
- Use calendar widget, click **Select**. Click **OK**.

## Watch a video

Renew items and change due date (12:12)

In this twelve-minute video, you will learn how to renew an item and/or change the due date for an item, as well as explain when you would renew an item or change the due date.

## Watch a video

Overrides (4:39)

In this four-minute video, you'll learn how to process exceptions to your library's circulation policies (such as checking out a non-circulating item), and when this requires override credentials.