How do I update the Open Hours for a branch location?

Symptom

- Branch hours differ from Main location open hours

Applies to

- WorldCat Registry

Resolution

In order to update a branch location’s open hours, follow the steps listed below:

1. Open Service Configuration with your OCLC symbol.
2. Click on WorldCat Registry.
3. Click on Relationships.
4. Click on link for the branch location you want to update.
5. Click on Select and Edit this record in upper right corner.
6. Click Open Hours and you can update the branch hours.

Additional information

If you know the WorldCat Registry ID for your branch, you can go straight to the branch details in Service Configuration by searching for that ID number in the Select an Institution dropdown list.

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