

Office Hours

The Office Hours page will be the destination page for the Location and Hours link (s) in the Subsite Navigation. Departments/offices that have multiple locations may request additional Office Hours pages in order to differentiate the specific hours for each.

See Also: [Office Hours Exceptions](#)

Fields:

- **Title:** **(Required)** "Office Hours" is the default
 - Changing this title will change the title in the Today's Hours block
- **Location:** Rich text field for any location-specific information
- **Contact Phone:** **(Required)** Plain text field, max 255 characters
- **Date Range:** **(Required)** The range of time these hours are valid for
 - This may be set for a year or more at a time
- **Sunday:** **(Required)** Simple text entry of hours
 - Ex: "8:00AM - 4:30PM"; "Closed"; etc.
- **Monday:** **(Required)** Same as above
- **Tuesday:** **(Required)** Same as above
- **Wednesday:** **(Required)** Same as above
- **Thursday:** **(Required)** Same as above
- **Friday:** **(Required)** Same as above
- **Saturday:** **(Required)** Same as above
- **Exceptions:** List of **currently published** [Office Hours Exceptions](#)
 - Select all that apply
 - If no Exceptions are published, this field will not display
- **Weight:** **(Required)** Order of Office Hour links in the Today's Hours block (used when the site has multiple locations)

REGULAR HOURS

Effective: Monday, January 1, 2016 to Saturday, May 7, 2016

Contact: 207-780-4775

Day	Time
Monday	8:00 AM - 4:30 PM
Tuesday	8:00 AM - 4:30 PM
Wednesday	8:00 AM - 4:30 PM
Thursday	8:00 AM - 4:30 PM
Friday	8:00 AM - 4:30 PM
Saturday	Closed
Sunday	Closed

EXCEPTIONS

Monday, January 18, 2016 — CLOSED — Martin Luther King, Jr. Day

Monday, April 18, 2016 — 12:00 PM to 4:00 PM — Patriots Day

Monday, May 30, 2016 — Closed — Memorial Day