



End of Year Items

Items to discuss with your principal:

1. Date to close the library for student checkout . Usually this is done about 2 weeks before the school year ends so that you can get all items returned. (May 22)
2. What incentive can you use to get student materials returned?
(for example: those with materials still out do not attend field day.)
3. Interconnections materials
 - a. Who is responsible to inventory the totes (for those who use totes)
 - b. Where are totes stored during the summer?
4. Teacher lost or misplaced items
5. Equipment
 - a. What needs to be collected from teachers?
 - b. Where is equipment to be stored for the summer?
6. Library summer cleaning preparation:
 - a. Bulletin boards – can they stay up or do they need to be taken down?
 - b. Counters and Tables – do they need to be cleared off for cleaning?
 - c. Floors – what can be left on the floor?
7. Teacher checkout
 - a. What do you need to do in order for teachers to checkout?
 - b. Do you need a check list or is the principal’s checkout list going to include library items.

Closing Date:

- _____ 1. Set date for all books due in the library – Okay this with your principal (This is your ceiling date in Destiny)
- _____ 2. Check your ceiling date in Destiny for teacher and student materials (you should have set this in the fall but can set it now or adjust if needed at this time) see at the instructions in your manual.
- _____ 3. Talk to principal about end of the year library policies for book return, Equipment, and teacher materials. See list of items to discuss.
- _____ 4. Sign teachers' checkout papers according to principal's instructions.

Equipment:

- _____ 1. Make sure all equipment is in a secured area or properly stored in teachers rooms. Equipment should be dusted and covered.
- _____ 2. Fill out repair forms for equipment needing repair. Before the last day of school, put this equipment in the main office for pick-up.
- _____ 3. Prepare an equipment surplus list and turn it into the secretary. Request a surplus equipment pick-up. **KEEP A COPY** of this list in your files so that you can follow up in the fall.
- _____ 4. Mark items to go to surplus clearly (bright colored paper note)

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Overdue Lists:

- _____ 1. Distribute overdue notices to students daily during the last two weeks. Alternate between individual and class notices. Give the faculty a list of items checked out to them.
- _____ 2. Personally visit with each student with overdues during the last week and arrange for calls home if necessary.
- _____ 3. Give the school secretary the final list of overdue and lost books with the prices that should be charged for each item. Remind the secretary to keep a record of items that are paid for so that you can clear fines on student records when you return in the fall.

Cleanup:

- _____ 1. Take down bulletin boards and displays according to principal's and custodian's directions.
- _____ 2. Clear and clean counters, tables and desk(s), including the circulation desk. This includes removing all books, papers, etc. and putting them away, and wiping them down. If you have student helpers, have them dust bookshelves.
- _____ 3. Shelf all books by call number, then by Author, then by title for every section in the library.

Reports:

- _____ 1. Run a Circulation Statistics Report. Share this information with your principal. This is a good time to pat yourself on the back for all your hard work!

To run the report: Back Office/Reports/ Library/ Library statistics/ bottom of the page there is a snapshots view statistics for the last 5 years.

Computers:

- _____ 1. Make sure your files are saved to your M: drive on your individual machine. Check with your STS if you are not sure how to check this. You never know when your machine could be re-imaged.
- _____ 2. Make sure all computers, monitors and printers are turned off.
- _____ 3. Check with STS before unplugging any computers.
- _____ 4. Put dust covers or garbage bags on all computers, monitors, printers and keyboards.

