Ending the School Year (May)

Destiny
- Decide on a date that you want all student library materials due for the school year. Give yourself enough time to collect books and fines. For example, May 22nd. Set this as your ceiling date. This overrides the checkout date. (See attachment)
- Set the fixed date for teacher checkout. For example, all library materials checked out to a teacher might be due May 29th, school equipment might be due June 4th.
- Run a past-due report. Give students a print out of missing books and fines.
- Give your teachers a list of items they have checked out and the date they are due.
- If you haven’t done an inventory, this is a good time to do it. Close the library the last two weeks. Check with your principal.
- If you have done an inventory, make sure that you finish it and close it. This could be done in the summer.

Equipment
- Make sure that all equipment is in a secure area and properly stored. Equipment should be cleaned and covered.
- Type the necessary forms and send in any equipment needing repair.
- You may want to check with your custodian on library bulletin boards and counter tops. Some schools require all counters to be cleared, and pictures and bulletin boards taken down.
- Collect all the microphones and remotes from the classrooms and remove the batteries. We recommend that you store the batteries in a cool place if possible.
- Make sure that projectors are turned off.
- Turn off audio receivers in all the classrooms.

Fines
- Report fines. Each school has their own procedures for collecting fines at the end of the school year. Check with your financial secretary on your school’s procedures.
- You might want to offer one day to one week for ½ off fines. This would not include book replacement.
- Distribute past due notices to students.

Reports
- Make sure that you are up-to-date on your Principal’s Report and that they have been submitted.
- Make sure that you are up-to-date on work orders.
- Be available to both staff and students to sign checkout forms.

Lab
- Clean and cover equipment.
- Don’t unplug your lab computers because it runs the BIOS battery down.
- District
- Make an appointment with your team leader to complete your departmental checkout for the school year.
- Turn in mileage.
- Make sure that your time card is completed and turned in.
- Return district property/software binder if leaving department.