

## Ending the School Year (May)

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### 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 22<sup>nd</sup>. 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 29<sup>th</sup>, school equipment might be due June 4<sup>th</sup>.
- 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.