

## Beginning of Year Procedures

1. Take care of mail accumulated during the summer
2. Order supplies for new school year in the main office
3. File magazines received during the summer and set up current magazine display
4. Create a new budget book for the school year
5. File any requisitions, invoices, POs or packing slips received during the summer in the budget book
6. Process any shipments received during the summer
7. Create library calendar using Follett Destiny--"close" library on days students are not in school (back office > Calendar/Hours)
8. Create schedule for library and computer and chromebook labs in a Google Doc  
see:<https://docs.google.com/spreadsheets/d/14ozUC92ubk7262uC61HO66wvuto1h5QXWuGzC2q13LA/edit#gid=0>
9. Put up bulletin boards and displays for the beginning of the year
10. Check out teacher equipment and new teacher materials
11. Bar code new textbooks
12. Create schedule for textbook checkout (math books for 7th and 8th grade)
13. Schedule library orientation (all grades)
14. Meet with ELA department and give teachers a list of library presentations
15. Meet with new teachers and tell them about library resources (books, videos, Safari Montage, library presentations, online pathfinders, e-books and audiobooks, etc.)
16. To set ceiling date: Back Officer > Library Policies > Edit Patron Types > Edit Student > Set Ceiling Date