

# End of year procedures


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1. 1st week of May--coordinate with the principal the closing date of the library and the date all books will be due
2. 1st week of May--set ceiling date for Destiny
  - o Back Office >Library Policies (in left-hand navigation bar) >Patron Types tab >Edit icon under Students
  - o On the left side, you will see where you can adjust the Ceiling date--just put in the date when all books are due
  - o Go through the same process for Faculty
3. 2nd week of May—order library supplies such as printer cartridges, post-its, binders, markers, pens, pencils, staplers, book tape, etc. through the school secretary
4. 2nd week of May—print and distribute overdue notices to students with overdue books and fines (include price of book on fines for overdue books)
5. 2nd week of May--give the faculty a list of all items checked out
6. 2nd week of May—run textbook reports for teachers and meet with them to review textbook check-in procedures
7. 2nd week of May--prepare for Summer Reading Program
  - o Give information to students in ELA classes
  - o Contact elementary schools
8. 3rd-4th week of May—after books are checked in, print fine notices and overdue notices for students
9. 3rd-4th week of May—check in textbooks
  - o Access fines as books are being checked in and record in Destiny
10. 3rd-4th week of May--remind students to bring back overdue books and pay fines
  - o Send fine notices to classrooms
  - o Use SkyAlert to notify parents by email and phone

## Instructions for Setting Up a Sky Alert Message

- a. Go to Skyward>School Messenger Tab [skyward.canyonsdistrict.org](http://skyward.canyonsdistrict.org)
- b. Log in
- c. Click on Notifications Tab, then Create a List button (on left hand side)
- d. Create a list name
- e. Under Additional List Tools, click on the Quick Pick button
- f. Under Search Options, click Show All Contacts
- g. Select names from the fine list created by Destiny by checking in the box by the name, then click Done.
- h. Click on Message Tab, then Create a Message button (on left hand side)
- i. Name your message, then select phone message.
- j. Select text-to-speech as Method, English as Language, then type your message in the box, and choose voice gender.
- k. Preview using button at bottom of page, then click Next button, then click Done.
- l. Select plain email, then click English as Language, then type your message
- m. Preview using button at bottom of page, then click Next button, then click Done

- m. In the Message Editor click Save and Done.
- o. Click on Jobs Tab, then click on Create a New Job button.
- P. Name the job, choose General as the Type/Category, choose a start date and start and end time (dinner hour is a good time--about 6:15 p.m. to 8:00 p.m.)
- q. Choose the fine list from the Lists, then choose a message from the Messages.
- r. Check on the Proceed to Confirmation button.
- S. Click on Submit Job.

- o Call parents of students who have overdue books
- 11. 3rd week of May—offer magazines more than 3 years old to teachers for use in classrooms
- 12. Last week of May—collect as many fines as possible, then print fine list for school secretary
  - o Fines given to school secretary should be \$1.00 or more
  - o Check with your secretary and admin for specific instructions
- 13. Last week of school—Equipment
  - o Store all circulating equipment and other value items in a secured area
  - o Turn off all computers, monitors, printers, sound systems, etc.
- 14. Last week of school—take care of discarded library books, surplussed equipment, and rebinds
  - o Remove discarded library books from catalog
  - o Remove all markings from books (spine label, barcodes, mark out address stamp) and mark “Discard”
  - o Fill out the form for discarded books
    - o  Discarded Books Form
    - o Call Purchasing to let her know how many boxes of discarded books.
    - o Label each box with the number of items in box and school name
- 15. Last week of school—take care of surplussed equipment or equipment to be transferred
  - o Work with school secretary—you may not have to do this
  - o Forms for surplussing and transferring equipment can be found [here](#)
- 16. Last week of school (or before)--take care of surplussed textbooks
  - o Add surplus text books to [district textbook management system](#)
  - o Remove surplus textbooks from the textbook catalog
  - o Remove barcodes from back of books
  - o Follett representative will probably contact you about books
  - o Books must remain in school for 1 month to give other schools the opportunity to purchase books
  - o Call warehouse to have surplus books picked up
- 17. Last week of school—Print reports
  - o Lost books report
    - Reports -> Library -> Title and Copy List -> Select by Title (Leave From and To boxes blank) >Click on pull-down menu -> Select: “Show titles with lost copies.” Then, “Run the Report”
    - Have student aides check shelves for lost books
    - Any lost books that are found should be checked in
    - Decide which lost books should be replaced and note for future ordering
  - o Circulation Statistics

- Reports -> Library -> Title and Copy List -> Select by Title (Leave From and To boxes blank) >Click on pull-down menu -> Select: "Show titles with lost copies." Then, "Run the Report"
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18. Last week of school—arrange for broken equipment to be repaired by submitting Sprocket information
  19. Last week of school--coordinate with IT person in school about updating computer software in summer, if needed
  20. Last week of school--remove and store bulletin boards and displays
  21. Last week of school--clean counters, tables, desks, and student computer stations
  22. Last week of school--store library furniture to facilitate building cleaning during the summer
  23. Last week of school—prepare report for principal. Include:
    - Circulation statistics
    - Computer lab usage
    - Students in library before, after school, on passes
    - Classes in the library
    - Classes taught
    - Book carts taken to classrooms
    - Library usage for school activities
    - Collaboration with teachers
    - Books and other items added
    - Books and other items weeded
    - Librarian's personal development
  24. Last week of school--prepare SkyAlert for summer reading activities
  25. Last day of school--sign teachers' checkout papers according to principal's instructions
  26. Turn in fine money to main office
  27. Complete yearly budget book