

Library Media Center Start of Year Tasks

Library materials circulation

- Check with office for library books paid for over the summer.
- Record "paid" in patron record.
- Check circulation station equipment set up.
- Check LibraryWorld due dates.
- Enter vacation dates into LibraryWorld calendar.
- Add new staff to patron module.
- Import student patron information into patron module.
- Delete or change status of students and teachers who have moved.
- Check online catalog station set ups.
- Let staff know when circulation begins for staff and students.
- Set up checkout system for shared av equipment.
- Check in summer orders
- Order newspaper delivery for the year
- Renew any subscription services, online or print (SIRS, Literary Guild)

Computer set up

- Check circ station Set up
- Check online catalog stations
- Add new staff to patron module
- Import patrons and patron pictures as soon as available

Atmosphere

- Create displays
- Run off/cut out bookmarks (if you don't order them)

Budget and ordering

- Check status of summer orders.
- Review budget with principal.
- Set up spreadsheet for current year's budget.

Collection maintenance

- Schedule library secretary hours.
- Sort mail and file current vendor catalogs.
- Process new magazines.

Curriculum and instruction

- Check/create class schedule (elementary).
- Schedule orientation lessons (secondary).

- Begin collaboration efforts.
- Schedule library secretary hours
- (For schools which use SRI) Add new students to SRI program; assign students to correct class and grade for this year
- Set up task sheets for student aides
- Secondary: test Channel One equipment and reception

Facilities

- Rearrange furniture and equipment after summer cleaning.
- Put out supplies for classes.
- Create displays, bulletin boards, signs.
- Water plants, clean aquarium, etc.