Library Database End of Year Cleanup Tasks

➤ Send a copy of end-of-year due dates (CRD) for teachers and students to MDECA to set for spring of 2014 (HelpDesk or Email)

➤ Send me a new school calendar for next year or a list of closed dates (HelpDesk or Email) request.

➤ If you maintain your own staff patrons remove accounts for those who will not be returning the next school year

➤ Declare all remaining student loans as lost and prepare bills. The Assumed Lost report may save time if you have many items on loan. Be sure to run it without updating the database first and edit item prices if needed. DO NOT BAR patrons!

➤ Run shelf list of missing items belonging to your building. Check shelves and then ask ITC to remove item missing for over a year

➤ Correct or delete any remaining xx call numbers

➤ Check in all Transit Items to your building Contact other libraries if your items have not been returned

➤ Run the “List Titles with No Copies” from the All Titles tab Add items for any titles for which you own copies Let your ITC know that you are ready to have these removed for you.

➤ Remove unwanted report templates and completed inventory reports

➤ Suspend scheduled reports that you do not want to run over the summer Schedule them to resume at the beginning of the next school year

Then give your self a pat on the back and enjoy a well-deserved summer break!