

1. Stop ILLs: Set your date in Back Office, Site Configuration, Circulation (tab on top) to stop ILLs whenever you don't want to send them anymore. (see screen shot at end of section)
2. Did you spend all of your library budget? It does not carry over.
3. Check in all equipment from teachers (need to give your office the date that all items are due back to library?) Sign teacher check-out sheets on last day if all items are returned.
3. Shelf all books and attempt to put them all in correct order on shelves.
4. Send any discarded books to ESC
5. Remove batteries from audio book players, digital cameras, and other equipment.
6. Try to get all materials returned before summer. Run Overdue reports notices for students and teachers. You don't need to worry about Fine reports because all fines will show in Infinite Campus.
*Idea: Have a contest to see who can get the books back the fastest...first core (or class) to get them all in gets popsicle party
7. If you use it, stop autodialer (calls home of students who have fines/overdues)
8. mail bills home if you do that.

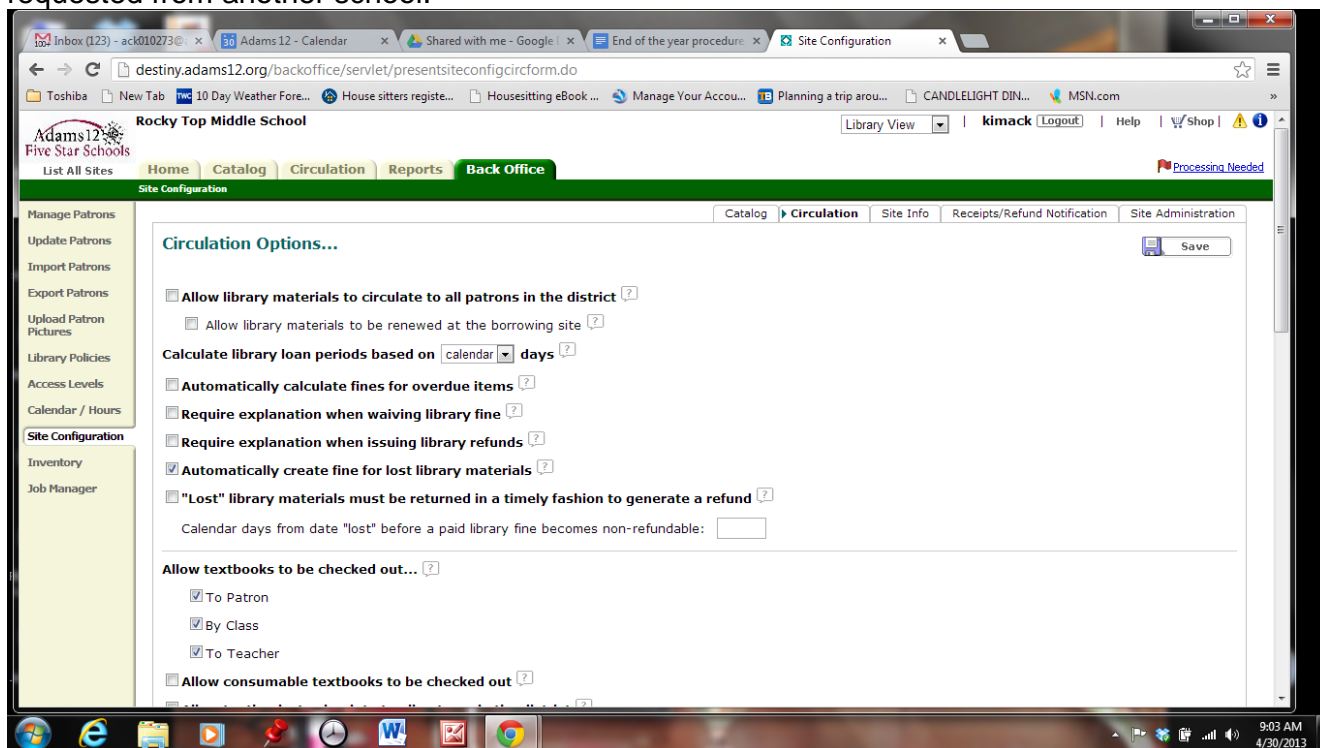
Reports: Run a report that includes books lent and ones you borrowed from other schools
- Overdue Materials report (Reports, Library Reports, Current Checkouts/Fines)

*Make sure that the boxes are checked for ' patrons from other sites....', and 'materials my patrons have...' so that you get a complete list of items still missing from other schools. When you run that report, books from other schools will be at the end of the report. (see screenshot below)

Good ideas concerning ILLs:

- Check for books from other schools on your shelf before contacting the school that owns the book to ask for it back..
- Contact students who have books from other schools to ask them for those books, so that you can promptly return books to the lending library. **Important - This should all take place before you change 'overdue to lost' (see below) to 1 day, because once you change it so items more from overdue to lost in 1 day, you will lose your ILL information on the processing page.

Screenshot below: Uncheck top box so you are no longer on the ILL list when an item is requested from another school.



Screenshot below: ILLs are at the end of the Library Circulation Overdues report:

The screenshot shows the 'Checked Out Materials, Unpaid Fines.' report. The report is for 'Circulation Types: REF-BOOK, Regular. Patron Types: Student.' and is for 'Meridian Elementary'. The report lists materials checked out by various schools, including North Star Elementary, Rocky Mountain Elementary, Rocky Top Middle School, Stellar Elementary, Westlake Middle School, and Westview Elementary. Each entry includes the library materials, due date, call number, barcode, title, and estimated fine.

Library Materials	Due	Call Num.	Barcode	Title	Est. Fine
Poll [redacted]	4/1/2013	DIC	00005570 31856009107861	Because of Winn-Dixie	
RME [redacted] ARCH	4/22/2013	E 599.638 WHI	P 7086 31856009086149	Giraffe	
Br [redacted] ilynn	4/15/2013	E SCI	00005174 31856009101294	The true story of the 3 little pigs	
Stellar Elementary [redacted] nela	4/17/2013	E ZIE	00002492 31856009090554	A new coat for Anna	
Westlake Middle School At [redacted] ugene	3/6/2013	OSB	00840688 31856010252524	Dragon of the red dawn	
Westview Elementary Ab [redacted] ne	4/1/2013 4/9/2013	E 398.2 STE RF 553.8 MCK	00003260 31856009091057 31856009099423	The princess and the pea Colorado gems & minerals : a guide to Colorado's native gemstones	

How to Change Overdue item status to Lost item status (which generates a fine for the item in I.C.)

Note: After the ceiling date has passed, items will be checked out as usual (for the length of your loan period set for each Patron Type).

So, if your ceiling date is May 17 and you check something out to a patron on May 17 or later, the item will not show overdue.

1. Back Office, Library Policies, Patron Types (tab at top): check ceiling date (last day items are due) – screenshot below
2. Remind staff/students of ceiling date with email/announcements
3. On the day of or day after your ceiling date: Back Office, Library Policies, Circulation Types (tab at top): Click Edit icon and change overdue to lost to 1 day, for both library and textbook.

Why do this? So all overdue items move to a fine immediately.

4. Run overdues the next day, and all books will have gone to fine (so now all items are fines instead of overdue notices and will show up in I.C.)
5. Call students to library to discuss consequences of fine on account - registration affected in fall, no schedule etc. and encourage them to return the item asap.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Library Policies'. The URL is 'destiny.adams12.org/backoffice/servlet/presentviewpatrontypeform.do?l2m=Library%20Policies&sideLink=true&collectionType=0'. The page has a navigation bar with 'Home', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Back Office' tab is selected. On the left is a sidebar menu with options like 'Manage Patrons', 'Update Patrons', 'Update Classes', 'Import Patrons', 'Export Patrons', 'Upload Patron Pictures', 'Library Policies', 'Textbook Policies', 'Access Levels', 'Calendar / Hours', 'Forecasting', 'Site Configuration', 'Inventory', and 'Job Manager'. The main content area is titled 'Patron Types' and has two tabs: 'Patron Types' and 'Circulation Types'. The 'Patron Types' tab is active. It shows settings for 'Faculty' and 'Public' patron types. For 'Faculty', the 'Max Checkouts' is 999, 'Fixed Due Date' is 5/23/2013, 'Ceiling Date' is 5/16/2013, and 'Block on Fines/Overdues' is No. For 'Public', the 'Max Checkouts' is 5, 'Fixed Due Date' is 5/9/2013, 'Ceiling Date' is 5/9/2013, and 'Block on Fines/Overdues' is Yes. There is also a table for 'Circulation Types' with columns for 'Circulation Type', 'Checkout Limit', 'Loan Period', 'Grace Period', 'Renewable', 'Fine Increment', and 'Max Fine'. The table lists various circulation types like AV, AV-EQUIP, MAGAZINE, OVERNITMAT, REF-BOOK, and Regular, each with specific loan and fine details.

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
AV		Days: 21	Days: 0	Times: 5	\$0.00 per day	\$5.00
AV-EQUIP	Fixed	Days: 0	Days: 0	Times: 0	\$0.00 per day	\$5.00
MAGAZINE		Days: 21	Days: 0	Times: 5	\$0.00 per day	\$5.00
OVERNITMAT		Days: 1	Days: 0	Times: 5	\$0.00 per day	\$5.00
REF-BOOK		Days: 1	Days: 0	Times: 5	\$0.00 per day	\$5.00
Regular		Days: 21	Days: 0	Times: 5	\$0.00 per day	\$5.00