At the close of the school year, please do the following:

- Print Reports: (For your records)
  - Checked Out List (Patron Reports)
  - Overdue List (Patron Reports)
  - All Transaction Report (Patron Reports)
  - Library Status Report (Other)
  - Lost Holdings Report (Other)

- Clear fines from Student Patron Record (This is a local decision.)

- Delete Student Patron Records: (This will only delete student records where no items are attached.) **Faculty and staff should not be deleted.**
  - From the Patron Module, Select “Type” and enter “ST”
  - Click “Search”
  - Select “Advanced”
  - Scroll to the bottom of the page – “Global Patron Delete”
  - Click on “Global Delete”

- Delete Items Marked “Lost”:
  - From the “Reports Module”
  - Select “Lost Holdings Report” (Other Reports)
  - Select “All Records”
  - From the “Catalog Module” delete each barcode with the status of *LOST*. Please be cautious not to delete the entire record if other copies are attached.
• Clear the Collection Analysis “Exception Report”  
  (Reports were issued in April 2018)

• Clear the “Inventory Report” if an inventory was conducted the 2017-18 School Year. (Please report to Systems Service Center when the report has been cleared.)

• Set Calendar and Global Due Date for Next School Year (Settings/Calendar)
  • Global Due Date – Determined by individual schools  
    (Approximately two weeks prior to the close of school)

• OPAC – Verify that all links on the homepage are live. Delete any broken links (Settings – Customize OPAC – Other Links)