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 “Inventory Report” if an inventory was conducted the 2018-19 School Year. (Please call Library Technical Services at 485-7770 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)
  - 9/2, 10/4-10/8, 11/4-11/5, 11/27-11/29, 12/23-12/31, 1/1-1/6, 1/20, 2/14-2/17, 3/27-4/3, 5/1

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