At the beginning of the 2019-20 school year, please verify that the following tasks have been complete:

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

Student Patron Records

- Clear fines from Student Patron Record.
  (This is a local decision and our office will not clear fines.)

- 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”

- A patron file from SIC will be imported into your school database for the beginning of the 2019-20 school year. However, we cannot start updating until August 21st and will print the patron barcodes starting August 22nd.

Please visit: [http://jcpsky.libguides.com/c.php?g=221415&p=2496716](http://jcpsky.libguides.com/c.php?g=221415&p=2496716) to request your patron barcodes or call 7770. You are allowed two sets of labels. If you do not want any updates for the school year and have already started making changes to the patron database, call 7770 to request NO updates be made to the patrons.

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 “Error Report” if you received one at the Librarians Summer Academy.

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 is clear.)

You will not be able to schedule an inventory for this current school year until this report has been cleared.

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