Opening Library Instructions
2018-19

At the beginning of the 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, i.e. 2019-05-17)
  • 9/3, 10/5-10/9, 11/5-11/6, 11/21-11/23, 12/24-12/31, 1/1-1/4, 1/21, 2/15-2/18,
    3/28-3/29, 4/1-4/5, 5/3

Clear fines from Student Patron Record
(This is a local decision; however, our office will not clear fines.)

Student Patron Records

• A patron file from SIC will be imported into your school database for the beginning of the 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) 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”

JCPS TRAINING RESOURCES - Holding Report - Sort by call_number

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Title</th>
<th>Location</th>
<th>Collection</th>
<th>Barcode</th>
<th>Status</th>
<th>Patron No.</th>
<th>Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bad Dog</td>
<td>TX</td>
<td>3000900187010</td>
<td>LOST</td>
<td>100000004065</td>
<td>School Library do not check out</td>
<td>2015-09-14</td>
<td></td>
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<tr>
<td>F Gre</td>
<td>Bad Dog</td>
<td>TX</td>
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<td>F AbDo</td>
<td>Star</td>
<td>TX</td>
<td>3000900187010</td>
<td>LOST</td>
<td>100000004065</td>
<td>Star</td>
<td>2015-09-14</td>
<td></td>
</tr>
</tbody>
</table>

• 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” if you received one at the annual meeting.

Clear the “Inventory Report” if an inventory was conducted during the 2017-18 School Year. (Please report to Library Technical Services @7770 when the report has been cleared.)

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