**End of Year Checklist**

* Review Inventory Procedures
* Collect Books, Repair, Shelve books, Shelf read
* **WorkFlows / Staffweb:**
* Run Bill List Report
* Run Overdue Report
* Run Items on Hold and cancel holds
* Run Items In-Transit
* Send Notes home with students (Visit classrooms daily to collect books)
* Inventory
* Fix Exceptions
* Make overdue books “lost”
* Weed
* Dust/Cover Book Cases
* Verify Book Orders are complete – B.O.B., Monarch, Bluestem, Caudill, Other

Finish processing new books

* Update District book order – Review lost, missing and damaged books from the year to determine if they should be replaced. Think about holes in the collection concerning curriculum requests from staff.
* Start District Supply Order
* Confirm start up supplies are available for the start of the school year:

Card Stock for Renew slips

3x5 unlined index cards for library cards

Planner

Grade book

Avery labels 5560, 5167