

Library End of Year Checklist

- Complete inventory of the library.
- Check in and shelve all books that have been returned.
- Shelve display books.
- Mark books that are checked out to students who have moved as lost.
- Move furniture back to correct places.
- Clean shelves.
- Finish weeding all sections.
- Run a report of all items declared lost this school year.
- Shelf-read.
- Make repairs to books.
- Remove all decorations from display case.
- Anything you can't finish before summer should be carefully stored and leave yourself a note as to what still needs to be done with it.
- Complete and turn in building checklist.
- Send fines invoices to students.
- Collect fines and turn in to business manager.