**End of Year Procedures for School Librarians**

**Please refer to pages 21 – 25 in the “2011 School Librarians Policies and Procedures Manual”**

**\*\*\*** Please print a Collection Age Report and a Circulation By Item Report Class in Atriuum for the ending school year and send to Jenel Travis in Technology**\*\*\***

**Remove graduating patrons from patron lists.**

**Other things to Consider**

* Weeding
  + SunLink – <http://www.sunlink.ucf.edu/weed/>
    - How to Feed and Weed Your Collection (Online)
    - Weeding Guidelines (Online) Handout
* Remember these things
  + Atriuum can be used from home.
    - <http://library.calhoun.k12.al.us/librarian.html>
  + Access the Staff Page from home.
    - [www.calhoun.k12.al.us/staff.cfm](http://www.calhoun.k12.al.us/staff.cfm)
  + Email may be checked from home.
    - [https://mail.ccboe.us](https://mail.ccboe.us/)
    - Handout provided with instructions for logging in from home to Calhoun County staff page or email.