

Summer Cleanup and Back-to-School Prep: Quick List

Use this quick overview list to prioritize your end-of-year and back-to-school library tasks.



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STEP ONE

Finish circulation and patron cleanup.

- ✓ Set earlier due dates and stop new checkouts before school ends.
- ✓ **Update your Follett Destiny® calendar** with last day of school, closed days, and back-to-school dates so due dates and overdues calculate correctly.
- ✓ Run **Overdue Items** and **Fines** reports; decide what to waive vs. carry forward.
- ✓ Promote/graduate students and inactivate withdrawn patrons; clear bad or duplicate IDs.

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STEP TWO

Run and finalize inventory.

- ✓ Use **Inventory** to scan shelves and compare to the catalog.
- ✓ Mark missing items **Lost**; change found items to **Available**; fix bad sublocations/call numbers as you go.
- ✓ Save/export year-end stats (total circulations, top titles, collection age/value) for reporting and budgeting.

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STEP THREE

Start weeding and catalog cleanup.

- ✓ Use reports by **age**, **last checkout**, and **condition** to identify weeding candidates.
- ✓ Delete weeded copies (and unused bib records) so reports and collection analysis reflect reality.
- ✓ Clean up duplicate records and inconsistent call numbers/locations as part of a "spring cleaning" pass.

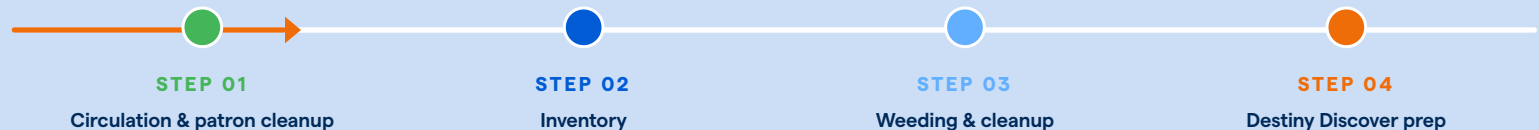
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STEP FOUR

Prep Destiny Discover for back to school.

- ✓ Refresh **carousels**, **featured lists**, and **homepage messages** for back-to-school themes.
- ✓ Retire outdated **Collections** and highlight new or priority reading lists.

Pace yourself
across the summer.



Why This Matters

CLARITY

A clean, accurate catalog and inventory give you a clear picture of your collection so you can plan budget, weeding, and purchasing before school starts.

ALIGNMENT

An updated Destiny calendar keeps due dates and notices aligned with your school schedule, reducing confusion for students, families, and staff.

A HEAD START

Doing this now saves time at back to school and helps new librarians start the year with organized shelves and reliable reports.

For more information about **Destiny Library Manager**, please visit follettsoftware.com. >>