

Back to School Checklist

Before the students come:

- ✓ Meet with your principal
 - *Discuss goals that you both have for the library.
 - *Discuss flex vs. fixed or blended schedules
 - *Request time (20-30 mins) to talk with faculty about library procedures.
- ✓ Create a handout/bookmark for teachers with all library resources and passwords.
- ✓ Prepare a master library calendar with all important dates (holidays, library staff development/meeting dates, STAAR, etc.)
- ✓ Schedule orientation for students.

Get Technology Ready to Use:

- ✓ Check links to all online resources on your webpage to make sure everything is working; remove old news, etc.
- ✓ Update calendar in OPALS with opening/closing dates and holidays.
- ✓ Check computers and printers and make sure they all log in and print. If there is a problem, be sure and put in a work order in Eduphoria.
- ✓ Set up Self-Circulation

Circulation Plan:

- ✓ Decide about scheduling classes – flex vs. fixed or blended
- ✓ Work on signage if needed – where to return books, self-checkout, etc.
- ✓ How to get materials back on the shelves quickly
- ✓ Assist teachers with whatever they need to get classrooms ready for the first day.
- ✓ Get library ready for students!

During the 1st 6 weeks:

- ✓ Upload CSV file into OPALS – we should get this from technology by the end of the first week (**Hopefully, we will NOT have to do this!!!**)
- ✓ Check in summer issues of periodicals.
- ✓ Update you library webpage
- ✓ Make plans for Meet the Teacher – maybe make a brochure about the library to hand out that night
- ✓ File/trash catalogs received over the summer
- ✓ Work on goals
- ✓ Verify book fair dates
- ✓ Prepare a substitute folder. Include directions for OPALS, library hours, lunch, parking, lounge, important phone numbers, etc.
- ✓ Conduct student orientations – make students aware of library policies and procedures in a fun way.
- ✓ Attend grade level/department meetings and schedule research/lessons
- ✓ Train student aides.
- ✓ Teach Copyright lesson to staff