Oliver Procedures

Beginning of Year Tasks

Catholic Education Office, Wollongong

Oliver Procedure Manual
Revision date: 4 Dec 2013
Overview

At the beginning of the school year there are a number of procedures which must be performed. For an efficient start to the Library Year, use the following as a Checklist. Refer to the Procedures Manual for full step-by-step instructions:

1. Check the end of year procedures were carried out
   • Check Library Closed dates and opening hours
   • Set Circulation expiry dates in Lending Rules
   • Delete leaving Scholastic year and students who have left the school
2. Borrowers
   • Wait for SAS rollover before dealing with new/left students
   • New Students will be added automatically
   • Check Tag Manager and delete students who are tagged
3. New Staff members – must be added manually
4. Borrower Cards – print Borrower cards by roll class
5. Loan History – purge Loan History if not required. Go to System > Purge Loan History > select required date > click Go
6. Orientation to Oliver for new staff and students
7. Premier’s Reading Challenge – import updated PRC lists when available
8. Edit the Oliver home page with new dates and timetables, Book week theme, Premier’s Reading Challenge etc
9. Issue all bulk class loans, Resource boxes etc to class teachers
10. Print out any outstanding loans from the previous year. Return manually and change the status to Missing
11. Complete this year’s Staffing information: Google Doc (contact Jeanette Davies if you are unsure of the link for this year)
12. Check for borrower clashes: Google Doc (contact Jeanette Davies if you are unsure of the link for this year)