Overview
When a new Teacher Librarian/Library staff is about to replace the current Teacher Librarian/Library staff, it is recommended that certain information and reports regarding the operation of Oliver and general Library Administration be collated and organised in order to ensure smooth handover and transfer of information.

Note: This information is also valuable to have at the ready in your Procedures Manual for your own quick reference, with each entry linking to the corresponding content in your publication.

To this end:
• Complete the following reports.
• Place into a Handover folder.
• Make available to the incoming Teacher Librarian and/or Library staff, along with the Library Procedures Manual.

Library Administration
1. Current Teacher Librarian: __________________________________________
2. Current Teacher Librarian contact number: ____________
3. School Support Officers: (Names/Hours)
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
4. Parent Volunteers:
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
5. Login for Library Computers (not Oliver, the computer itself):
   ___________________________________________________________________
6. **Oliver login:** once the computers are turned on, the Library staff will need to access Oliver by opening the Web browser (Mac: Safari or Win: IE). New staff will need to be given user names and passwords. Add the new staff to the Borrower file and allocate an alias (must be their Google Credentials) and a password which the new user is required to change immediately. Allocate appropriate user roles.

7. **Circulation:** it is recommended that the new Library Staff familiarise themselves with the Resource Loan Categories and Borrower Loan Categories. Go to **Circulation > Lending Rules** and study the Lending Rules matrix ie loan lengths etc. Print out the Lending Rules matrix for inclusion in the folder.

8. **Circulation Desk:** list below the people who use the Circulation Desk, new staff will need to read the procedures in the Library Procedures Manual.

9. **Borrower Cards:** to print Borrower Cards, refer to Procedures Manual.

10. **Resource Boxes:** go to **Cataloguing > Resource Boxes** to see what Resource Boxes exist, and which may need to be issued at the beginning of year (refer to BOY Procedures).

11. **Overdues:** describe how Overdues are managed:
   1. Are Group Notices printed? __________
   2. Individual Notices? __________
   3. Emailed? __________
   4. What period of time elapses before notes are sent to parents? __________

12. **Lost/Missing Items:** what procedures are followed for items lost or missing? If particular notices are used, attach copies.

13. **Collections:** check that the list of Collections and codes are up to date (refer to Procedures Manual).

14. **Stocktake:** finalise Stocktake and ensure that Stocktake Overview and reports are available for new staff.

15. **Purchases:** what procedures are followed for the purchase of new resources, eg Requisition order.

________________________________________________________

________________________________________________________

________________________________________________________
16. List the main suppliers used by current Library staff.

_________________________________________________________
_________________________________________________________
_________________________________________________________

17. **Subscriptions**: list current subscriptions used and date of renewal.
   - SCIS: (include username and password)_______________________
   - Standing Orders: ________________________________
   - Magpies magazine: ________________________________
   - Literature base: _________________________________
   - SCAN: _________________________________________
   - _______________________________________________

18. **Library Rules and expectations**: attach a copy of current rules and organisational policies in use in the Library.

19. Attach any other relevant documentation which the new staff may need.