

## NEOMIN Library Services

Library User Group Meeting

Tuesday, March 19, 2019 at 8:30 AM

NEOMIN Training Lab

**Agenda**

**Welcome**

* Introductions & Meeting Navigation
* March 2019 INFOhio News Bulletins (handout)

**INFOhio’s Open Space Webinar**

* Create Lessons and Collaborate with Peers Using INFOhio’s Open Space: Learn with INFOhio Webinar 3-21-2019, 3:30-4:30 PM

**Review of Information Provided Last March 2018 Meeting**

* Age of Collection report – How do you exclude weeded/missing items?
* How do you refund money?
* How do you handle a damaged book and associate it with a patron?
* How do you mark an item as lost and bill the user for the item?

**Library Overdue Reports (handout)**

* (Link provided online to access PDF with instructions on how to run reports)
* Brief Overdue List by Grade
* Brief Overdue List by Teacher
* Overdue/Lost Notices by Teacher
* List Overdues by Homeroom
* Items Due Today by Teacher

**2019 End-of-Year Checklist for Libraries (handout)**

* Enter Closed Calendar Dates
* Verify CRD for 2019 (via email)
* Run Overdue Reports for Staff and Students
* Batch Deletion Using Global Item Modify Wizard
* Long Overdue Items – Mark as Lost
* Cleanup Inactive Patron Bills/Overdues
* Review Library Staff Accounts – Additions/Deletions
* Clear Items In-Transit
* Remove XX Call Numbers
* Complete an Inventory
* Run Statistical Reports
* Update Book River in ISearch
* Run “Favorite” and Database Cleanup Reports as needed
* Review INFOhio’s Summer Learning for Students
* Review INFOhio’s Choice Board for Professional Learning
* Complete End-of-Year Surveys (via email)

**Adjourn**

* **Last Meeting Date – April 16, 2019, 8:30-10:30 AM, in the NEOMIN Lab** (Note: Open lab format with a few presenters from NEOMIN school libraries)
* First meeting of the 2019-2020 school year to be announced in August 2019