



## 2020-21 Back-to-School Checklist for Librarians, Educators, & Tech Staff

Updated 9/14/2020

### In a Web Browser

- ☐ Bookmark NEOMIN's library meeting website - <http://neolibrary.weebly.com/>
- ☐ Create a NEOMIN Web Help Desk account – <http://www.neomin.org>
- ☐ Bookmark and explore INFOhio's website - <http://www.infohio.org/>
- ☐ Explore INFOhio's Document Library - <https://www.infohio.org/document-library>
- ☐ Explore INFOhio's Educator Tools - <https://www.infohio.org/educator-tools>
- ☐ Bookmark INFOhio's "Teach with INFOhio" Blog - <https://www.infohio.org/blog>
- ☐ Explore INFOhio's Webinars - <https://www.infohio.org/campus/webinars>
- ☐ Subscribe to INFOhio's Email List - <https://www.infohio.org/about/connect>
- ☐ Bookmark WorkFlows Handbook - <http://www.infohio.org/library/workflows-handbook>

### To Do List

- ☐ Explore MobileStaff and BLUEcloud Circulation for mobile library or self-checkin/out
- ☐ Obtain BLUECloud login and MobileStaff Kiosk login from NEOMIN via help ticket
- ☐ Prepare bookmarks and handouts for INFOhio resources (posters, flyers, presentations, etc)
- ☐ Register for NEOMIN library trainings and user group meetings
- ☐ Fill out Holds Questionnaire and return to Autumn, if you plan to use Holds
- ☐ Verify student emails are loaded in Workflows if you plan to email overdue notices
- ☐ Verify homerooms are what you expect due to COVID schedule changes
- ☐ Review Sora by OverDrive Education if you want to participate in NEOMIN Shared Collection
- ☐ Have NEOMIN schedule Batch Check Out/In Reports, if desired to manage quarantine items
- ☐ Read guidelines, best practices, literature reviews, strategies, and resources pertaining to quarantining, disinfecting, and cleaning library materials
- ☐ Stay healthy and safe!

### In SirsiDynix Symphony Workflows

- ☐ Confirm that you are running the correct version of the Workflows client. Go to the Help menu > About. You should see: **Version 3.6.2.0.1080, 2019-08-15**
- ☐ Enter closed dates for each building in Workflows (Common Tasks > Library Calendar)
- ☐ Try to print a report. If you get an error, you'll need to reset your printer pathway – [www.infohio.org](http://www.infohio.org) > Workflows Handbook > Reports > Understanding Reports > Setting the Print Pathway > Guide
- ☐ Enable "Multiple windows mode" and "Tabbed windows". Select Preference > Desktop > Desktop Setup and check Multiple windows mode and Tabbed Windows. Logout and login again.
- ☐ Review back-to-school reports (Workflows Handbook > Reports > Favorite Reports) for tips on creating class lists, student barcodes, etc.
- ☐ If barcode images do not display, download and install the PC barcode font from the Workflows Handbook > Setup page.