SCIS start-of-year school library setup checklist

Administrative system setup

- ☐ Familiarise yourself with the OPAC and library management system
- ☐ Roll over borrower records (remove discontinuing students, add new enrolments)
- ☐ Check borrower types and loan limits
- ☐ Update holiday and term dates
- ☐ Clear overdue logs and reset notifications
- ☐ Set/review fines (if applicable)

Collection and catalogue

- ☐ Stocktake and weed: remove damaged/outdated resources
- ☐ Update subject headings: download latest SCIS Authority files
- ☐ Process new resources: catalogue and shelve new acquisitions
- ☐ Check digital subscriptions: renew e-books, databases, and online resources

Library space

- ☐ Organise physical space: shelves, workspace, loans desk
- ☐ Refresh displays: create welcoming, themed displays for Term 1; brainstorm display calendar
- ☐ Signage and labelling: ensure clear labels for sections and zones
- ☐ Check furniture and tech: test computers, printers, scanners, makerspace equipment

Teaching and learning

- ☐ Plan orientation activities: tours, scavenger hunts, digital literacy sessions
- ☐ Schedule collaboration: meet teachers to align library support with curriculum
- ☐ Update policies: circulation rules, acceptable use, overdue procedures; Collection development, weeding and challenged materials policies

☐ Brainstorm student engagement ideas: suggestion box, book review wall, reading lists, lunchtime clubs

Communication and advocacy

☐ Send welcome message: intro email/newsletter with hours, loan limits, staff intro
☐ Talk to school leadership: outline plans and advocate for library
☐ Promote services: highlight new resources/programs on school platforms
☐ Update website/homepage: ensure current and accessible
☐ Plan and advertise volunteer projects: create list and seek community help

Resource list

- Another checklist of library setup at the beginning of the school year: https://elementarylibrarian.com/back-to-school-checklist-for-librarians/
- Videos with ideas and instructions on setting up the school library for the year: https://mrsjinthelibrary.com/back-to-school-library/
- Checklist for classroom set up which may be useful in the library: https://www.twinkl.com.au/resource/back-to-school-australian-procedures-teacher-checklist-au-s-1698988202
- Library advocacy toolkit: https://studentsneedschoollibraries.org.au/resources/toolkits/
- ALIA School library documents and resources: https://www.alia.org.au/Web/Web/Sectors/Schools.aspx
- Sample collection management policies:
  - https://read.alia.org.au/sites/default/files/documents/alia_schools_developing_policies_and_procedures_manual_2017_0.pdf
  - https://500hats.edublogs.org/policies/sample-collection-policy/#appendix_b
  - https://www.ala.org/tools/challengesupport/selectionpolicytoolkit
- Start of year procedures from major library management system vendors:
  - https://bibliotech.com.au/recommended-start-of-year-procedure.html
  - https://www.softlinkint.com/blog/beginning-of-year-top-tips/
  - https://accessitlibrary.com/project/starting-the-year/
  - https://help.functionalsolutions.com.au/hc/en-us/articles/14372922027407-End-of-Year-and-Start-of-Year-Procedures-with-SmartSuite-TV4Education-Bundle-OR-SmartSuite-Only
  - https://koha-community.org/manual/latest/en/html/getting-started.html