

# End of school year tasks

As the end of the school year is quickly approaching, below are a few reminders of tasks that you may need to complete to help ensure a smooth transition between school years for library staff. For assistance from our school support team in completing these tasks, please fill out the form below, open a support ticket, and attach.

## Reminders for End of Year / Summer

- Run any end of the year reports
- Process inventory
- Remove staff logins no longer in use
- Identify any changes to the current SIS update process for next semester enrollment
- Identify any school closings/mergers/additions
- Update contact information in TLC's Online Support Center
- Confirm browsers meet TLC requirements
- Subscribe to TLC's Community**  
A one-stop source for product updates, new release notes, webinars/trainings, announcements, and more
- Subscribe to TLC's Schools Listserv**  
Instant access to other school libraries using Library•**Solution** for Schools — any time you have a workflow question, or if you need to see what your colleagues across the country are doing, or even to share your own helpful suggestions — all from a school library perspective.
- Upgrade to the latest software release**  
Planning for updates over the summer? Check out the LS•**Community** site at: <https://lscommunity.tlcdelivers.com/release-notes/> for any new releases. TLC can create a ticket and have a member of the Upgrade team reach out to coordinate a date/time to apply the latest release.



## TLC Tasks

- **Remove expired eResources**  
TLC can batch delete eResource titles from a vendor that the school no longer subscribes to or those that may have expired. We do need a list of URLs which can typically be provided by your eResource vendor. Also, you can run the report, System Titles with URLs to gather that information.
- **Remove Withdrawn Items**  
For those school systems that utilize the Withdrawn collection to allow libraries to weed out their withdrawn material as the school year progresses, TLC can batch remove all Withdrawn items from all schools within a specific school system or for specific schools within that system.



- **Remove Missing and/or Lost Items**

For those school systems with libraries who want to weed out items no longer in the collection, TLC can assist by performing a batch delete of items in a missing or lost status for more than 1 year.

- **Remove Withdrawn Students**

For those school systems that utilize the Withdrawn borrower type to help identify those students that are no longer within your school system, TLC can batch remove these accounts from the LS2 system. The process will leave all accounts with obligations remaining within the LS2 system, until those accounts are manually addressed.

- **Cancel all holds**

TLC can batch cancel all outstanding holds system wide, leaving a clean slate for the upcoming school year. This includes all pending, in-transit and arrived holds.

- **Reset Due no Later than date**

For those school systems that use this feature within LS2, TLC can batch change the Due No Later than date, so that it reflects a date at the end of the upcoming school year. This allows you to select the exact due date all books will be due back within the library as the end of the school year approaches.

- **Update Daily Calendar**

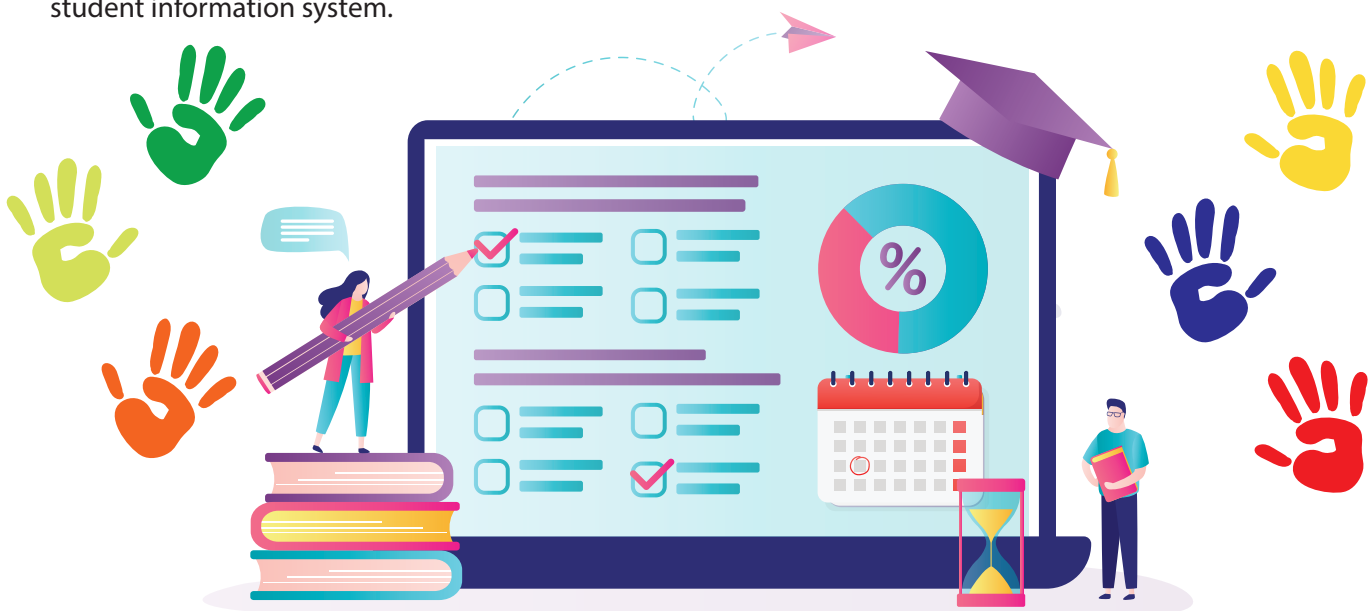
You will want to make sure that the daily calendar reflects the closings for the upcoming school year for all schools or selected schools. The daily calendar settings are within LS2 Preferences.

- **Unlink Responsible Party Accounts**

This process unlinks the student from the Responsible Party Account from the past school year. Allowing for a clean slate when the student data is loaded into the system for the upcoming school year.

- **Removing all Responsible Party Accounts**

This process removes all the RP accounts system wide, once the RP accounts have been unlinked from the students on the previous task. This prevents any duplication of RP accounts when the new school year starts. Once the new student/staff data is updated in the LS2 system, each RP account will then be created and each student will be assigned the correct RP based on the student data coming in from your student information system.



# School Task Checklist

Select the options that you would like to have TLC perform for you and the start date for each.

- Remove Withdrawn Items**  
Start Date: \_\_\_\_\_
- Remove Withdrawn Students**  
Start Date: \_\_\_\_\_
- Delete items marked missing for more than a year**  
Start Date: \_\_\_\_\_
- Delete items marked lost for more than a year**  
Start Date: \_\_\_\_\_
- Cancel all holds**  
Start Date: \_\_\_\_\_
- Reset Due no Later than date**  
Start Date: \_\_\_\_\_
- Update Daily Calendar**  
Start Date: \_\_\_\_\_
- Unlink Responsible Party Accounts**  
Start Date: \_\_\_\_\_
- Removing all Responsible Party Accounts**  
Start Date: \_\_\_\_\_
- Submit upgrade request ticket for latest software release**



Please provide us with a few dates that work for you, and we will do our best to accommodate.

Preferred Upgrade Date: \_\_\_\_\_

Preferred Upgrade Date: \_\_\_\_\_

Preferred Upgrade Date: \_\_\_\_\_



Complete this page and upload it to a support ticket, and the dedicated TLC Schools Support team will review. Reach out with any questions or concerns at [support@tlcdelivers.com](mailto:support@tlcdelivers.com) or call **800.852.4911**.