



End of School Year 2007-2008

Another school year is drawing to a close and here we are, asking for end of term and summer contact information from you. For those of you familiar with what we need, the form is here on the first page. If you are new or would like to be sure you understand how we will use this information, read the full document for explanations. **Due Friday, May 2, 2008.** Please call the Help Desk if you have any questions. Thanks!

Fill this form out and return it to the Help Desk, or send the information via email to helpdesk@selco.info.

Location _____

Automation Contact _____

Summer Contact, phone _____

Summer Contact, email _____

Last ILL Date _____

Final Due Date (EOT) _____

Calendar sent in. Indicate if by van or email _____

Staffing Changes at Your Media Center _____

Last ILL Date

Send us the last day that you plan to fill any ILL requests. On that day, your items will not be requestable and no new items will appear in your pull list. Please check your pull list the next day to verify. If you send ILLs throughout the summer, you should leave this blank on the form.

Next Year's School Calendar

Send us a copy of next year's calendar before school ends. Let the Help Desk know if you cannot supply one. Your next year's school calendars should include:

- First day of school
- Last day of school
- All **closed** dates in between where the Library is **closed** to the students.

Staffing Changes

To provide timely training for your new staff, we will again be holding SELCO Boot Camp training for school media center staff. On this form, indicate any staffing changes that you are aware of at this time to help us plan.

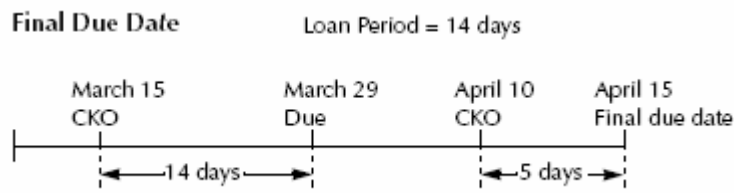
Items Checked Out or Lost

As we come to the end of the school year, you begin the process of getting all checked out items either returned or paid for in an efficient process. Horizon gives us several tools to accomplish this:

1. Final Due Date
2. Circulation Privilege Table.
3. Reports
4. Reminder Notices

1. Final Due Date

A final due date specifies when all items are due. The final due date overrides the loan period when the end of the loan period falls after the final due date.



In this example, the final due date is April 15. The item checked out on March 15 is not affected. However, when an item with a 14-day loan period is checked out on April 10, the item is due on April 15, regardless of the 14-day loan period. The item checked out on April 10 is due on April 15, giving the item only a five-day loan period.

The final due date is in effect up to and including that date. If a book is checked out on the final due date, it will be due that day. Once the final due date is past, the loan period reverts back to the loan period set in circ privileges.

If an item in the above example is checked out on April 15, it will be due on April 15. If an item is checked out on April 16, it will be due on April 30.

Final due dates are usually set up so that all of your items are due on the same date. But with the flexibility of this system, you can set them up by BTYPE and ITYPE exceptions. For example, the final due date of April 15th could be set to only apply to the students of a school, and the final due date for faculty could be set for April 20.

2. Circulation Privilege Table

We can modify loan periods so that items checked out have a very short loan period.

It is not possible to make an item go directly to lost status; it must have the final overdue block on it to trigger it. Changing the number of notices to zero (final overdue is not included in that count) and the time period between the notices to zero will cause an item to go to lost status within two days.

SELCO staff are not responsible for resetting the modified privileges to the original privileges, so any location taking advantage of this tool should take good notes and remember to call the Help Desk before school starts. The Help Desk staff are glad to help with any questions.

3. Reports

Web Reporter has several good overdue reports you can use. The School Overdues subfolder of the Overdues folder was created to help you both get back the items you have lent out and to know which students still have items out.

4. Reminder Notices

Reminder Notices are not automatically generated by Horizon but are generated by you, whenever you wish. You can choose to run Reminder Notices weekly or daily as the school year closes down. Anyone with an overdue item or lost item will receive a Reminder Notice.

Reminder Notices require additional information, training and set-up guidance that is not covered in this document. For assistance please contact the Help Desk.