

End of Year Resources

March 16th, 2020

Another school year has zipped by, and it's time to get your library ready for summer. Not sure how to start? Don't worry! We've put together some resources to help you out.

End-of-Year Procedures

The end of the school year is coming faster than you think, and planning ahead is going to be crucial for success. The steps described below should be done in order; however, Advance Patrons can be done at the beginning or end of year, whichever works best for your library.

There's a lot to do, so let's get started!



Print this

Keep this infographic at at your desk.



Due dates

Get your stuff back. On time.



Inventory

Find out what you have and what you don't.



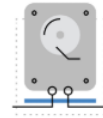
Remove copies

If it isn't in your library, it shouldn't be in your database.



Advance patrons

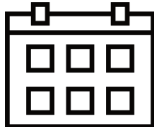
Move up, move up, move up!



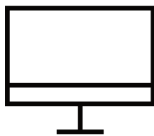
Backups

Be prepared. Back up your self-hosted data.

⚠ Before running any of the data-changing utilities described in the steps above, create an [archive](#) so you have a restore point if something unexpected happens.



End-of-Year Procedures. Every year we try to make them better. Read over our updated v7 [End-of-Year Procedures](#) article to follow the steps or just make sure you didn't miss anything! You can even print out this helpful [infographic](#) that outlines all of the steps. Or are you still on version 6? We've got the same v6 [End-of-Year Procedures](#) article for you.



End-of-Year Workshop. Last year we put on a special workshop for end of the year. And we recorded it! View the v7 [End-of-Year Workshop](#) to see it all. Or view the [v6 workshop](#).



Support. Our Customer Support is available to help you during this busy time. Give us a call (1.800.347.4942) or shoot us an email (support@companioncorp.com)!

For the next few weeks, each tip will focus on a specific part of preparing your library for the end of the year. Be sure to keep an eye out for the weekly email!



Still on version 6? [Learn about switching to Alexandria 7!](#)



Your Library
Without Limits

SEE HOW

