

Summer break cleanup, anyone?

May 13, 2019



End-of-Year Procedures

Before you can take a break with full satisfaction, you'll want to prep your library for the summer. We have some general recommendations [on our blog](#), and we've revamped our [End-of-Year Procedures](#) article just for you.

Have you been following our release announcements? Here are a few things that might be useful this time of year.

- Run the Inventory reports in Alexandria and Textbook Tracker to find out what you have and what's still out.
- When you email a Patron Details report from Circulation, add a note for Mom or Dad and ask for those items back!
- End of year data cleanup? Yes, please! Read up on [Cataloging Series and Serials](#), then run the *Title Information by Series* report to see how your series are being presented, and do some cleanup!
- Want to change things up for next year? Take a look at your Researcher pane—it might need an [update](#). Take advantage of all the [icons](#) we have available for you, and don't forget to add [Browse](#)!

Have a great summer! See ya next fall!



New features keep on coming for Alexandria 7. Are you still on version 6? [Learn about switching to Alexandria 7!](#)



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