

# End-of-year tips: Tidying up for summer

May 16th, 2022

The end of the school year is almost here! What else can you do in Alexandria to get ready for the break?

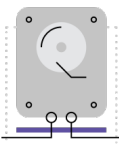


## End-of-Year Procedures

We have all the info you need for your [end-of-year procedures](#) to make sure your library is all set for the break. We recommend reading through each tab in order. You can download and print this End-of-Year Procedures sheet as a helpful reminder!



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## Backing Up Data

Cloud-Hosted

Only self-hosted users need to back up their data. If you're cloud-hosted, COMPanion does it for you! [Learn more about the benefits of going to Cloud Hosted.](#)

### Self-Hosted

The final step before closing your library for the summer is to [create a complete backup](#) of your Alexandria Data folder.

For self-hosted libraries, we recommend storing your backups with a file hosting or cloud storage service, like [Dropbox](#) or [CrashPlan](#), which are specifically designed to backup to other machines or off-site servers. If you use an external hard drive, we suggest storing it in a fire-resistant safe in an off-site location. It may seem extreme, but you never know what will happen, and we want you to be prepared for the worst. Unlike an [archive](#), backups are considered a "last resort" in case everything else fails.

Read [Back Up Your Data](#) to learn more.




### In case you missed them...

Here's our collection of 2022 End-of-Year Tips

- [Inventory](#)
- [Due Dates](#)
- [Disable emails](#)
- [Item clean up](#)
- [Managing patrons](#)

Remember, you can contact our 24/7 Support team at [support@goalexandria.com](mailto:support@goalexandria.com) if you need help or have any questions!



The [Makeover](#) betas are here! Look in Circulation, Items, and Patrons for a purple alert button  at the top of your screen. That will take you to the Makeover beta in our [demo](#) where you can play around recklessly.