

SCIS start-of-year school library setup checklist



Administrative system setup

- Familiarise yourself with the OPAC and library management system
- Roll over borrower records (remove discontinuing students, add new enrolments)
- Check borrower types and loan limits
- Update holiday and term dates
- Clear overdue logs and reset notifications
- Set/review fines (if applicable)

Collection and catalogue

- Stocktake and weed: remove damaged/outdated resources
- Update subject headings: download latest SCIS Authority files
- Process new resources: catalogue and shelve new acquisitions
- Check digital subscriptions: renew e-books, databases, and online resources

Library space

- Organise physical space: shelves, workspace, loans desk
- Refresh displays: create welcoming, themed displays for Term 1; brainstorm display calendar
- Signage and labelling: ensure clear labels for sections and zones
- Check furniture and tech: test computers, printers, scanners, makerspace equipment

Teaching and learning

- Plan orientation activities: tours, scavenger hunts, digital literacy sessions
- Schedule collaboration: meet teachers to align library support with curriculum
- Update policies: circulation rules, acceptable use, overdue procedures
- Brainstorm student engagement ideas: suggestion box, book review wall, reading lists, lunchtime clubs

Communication and advocacy

- Send welcome message: intro email/newsletter with hours, loan limits, staff intro
- Talk to school leadership: outline plans and advocate for library
- Promote services: highlight new resources/programs on school platforms
- Update website/homepage: ensure current and accessible
- Plan and advertise volunteer projects: create list and seek community help

Resource list

- Another checklist of library setup at the beginning of the school year:
<https://elementarylibrarian.com/back-to-school-checklist-for-librarians/>
- Videos with ideas and instructions on setting up the school library for the year:
<https://mrsjinthelibrary.com/back-to-school-library/>
- Checklist for classroom set up which may be useful in the library:
<https://www.twinkl.com.au/resource/back-to-school-australian-procedures-teacher-checklist-au-s-1698988202>
- Library advocacy toolkit:
<https://studentsneedschoollibraries.org.au/resources/toolkits/>
- ALIA School library documents and resources:
<https://www.alia.org.au/Web/Web/Sectors/Schools.aspx>
- Start of year procedures from major library management system vendors:
 - <https://bibliotech.com.au/recommended-start-of-year-procedure.html>
 - <https://www.softlinkint.com/blog/beginning-of-year-top-tips/>
 - <https://accessitlibrary.com/project/starting-the-year/>
 - <https://help.functionalsolutions.com.au/hc/en-us/articles/14372922027407-End-of-Year-and-Start-of-Year-Procedures-with-SmartSuite-TV4Education-Bundle-OR-SmartSuite-Only>
 - <https://koha-community.org/manual/latest/en/html/getting-started.html>