

# ANNOUNCEMENT



## THE LAURA BUSH FOUNDATION FOR AMERICA'S LIBRARIES

For Immediate Release  
April 23, 2014

Contact: Starlet Hunter  
202-955-5890

**The Laura Bush Foundation for America's Libraries Awards More Than  
\$1,000,000 in Grants to School Libraries**  
*Grants Will Help 219 School Libraries Buy Books*

Today The Laura Bush Foundation for America's Libraries announced that 219 school libraries are being awarded \$1,095,000 in grants for 2014. The schools receive grants of \$5,000 to expand, update and diversify their library book collections.

The grant application process is administered by The Community Foundation for the National Capital Region with guidance from The Laura Bush Foundation's Advisory Committee. The grants are funded through generous donations to the endowment from individuals, corporations and foundations.

The Laura Bush Foundation for America's Libraries was founded in 2002 as a fund of The Community Foundation for the National Capital Region. Since its inception, the Laura Bush Foundation has awarded more than \$11.5 million to schools in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, the Marshall Islands and the Northern Mariana Islands. In addition to these yearly grants, the Foundation has also awarded more than \$6.3 million to school libraries in the Gulf Coast region to rebuild their library book collections that were lost or destroyed by hurricanes or storms.

The mission of the Laura Bush Foundation for America's Libraries is to support the education of our nation's children by providing funds to update, extend and diversify the book and print collections of America's school libraries. Further information is available at [www.laurabushfoundation.org](http://www.laurabushfoundation.org)

--more-- ★ congratulations  
Warren-Willard K8!



**The Laura Bush Foundation for America's Libraries  
2014 Grant Recipients**

<b>School Name</b>	<b>City</b>	<b>State</b>
Craig Elementary School	Craig	AK
R.A. Hubbard School	North Courtland	AL
Dallas County High School	Plantersville	AL
Central Elementary School	Tuscaloosa	AL
S. C. Tucker Elementary School	Danville	AR
Decatur High School	Decatur	AR
Harrisburg Middle School	Harrisburg	AR
Pleasant View Junior High/Millsap Intermediate School	Mulberry	AR
Seventh Street Elementary School	North Little Rock	AR
Fairview Elementary School	Texarkana	AR
Dishchii'bikoh Community School	Cibecue	AZ
Patagonia Elementary School	Patagonia	AZ
Orchard Academies/Magnolia Science Academy	Bell	CA
Anderson Valley Elementary School (AVES)	Boonville	CA
Earlimart Middle School	Earlimart	CA
Mountain View High School	El Monte	CA
Firebaugh High School	Firebaugh	CA
Firebaugh Middle School	Firebaugh	CA
Rio Lindo Elementary School	Oxnard	CA
Mead Valley Elementary	Perris	CA
Dr. Martin Luther King Jr. Elementary	Richmond	CA
Mountain View Elementary School	Riverside	CA
Abraham Lincoln Middle School	Selma	CA
Heartland Alternative School	Selma	CA
Sequoia Elementary School	Shafter	CA
Washington Middle School	Vista	CA
Risley International Academy of Innovation	Pueblo	CO
Turie T. Small Elementary	Daytona Beach	FL
Louise S. McInnis Elementary	DeLeon Springs	FL
Friendship Elementary School	Deltona	FL
Dover Elementary School	Dover	FL
Hialeah Senior High School	Hialeah	FL
Laura C. Saunders Elementary	Homestead	FL
Boggy Creek Elementary	Kissimmee	FL



Niblack Elementary School	Lake City	FL
Dr. William A. Chapman Elementary School	Miami	FL
Miami Senior High School	Miami	FL
Norwood Elementary	Miami	FL
Lincoln Elementary	Riviera Beach	FL
Gocio Elementary School	Sarasota	FL
Melrose Elementary School	St. Petersburg	FL
Apalachee Tapestry Magnet School of the Arts	Tallahassee	FL
B. T. Washington Elementary School	Tampa	FL
Doris Ross Reddick Elementary	Wimauma	FL
Alonzo A. Crim Open Campus High School	Atlanta	GA
Harper-Archer Middle School	Atlanta	GA
Humphries Elementary School	Atlanta	GA
School of Computer Animation and Design at South Atlanta	Atlanta	GA
The BEST Academy Middle School	Atlanta	GA
The Intown Academy	Atlanta	GA
Thomasville Height Elementary	Atlanta	GA
W. M. Boyd Elementary School	Atlanta	GA
Valley Point Middle School	Dalton	GA
McLendon Elementary School	Decatur	GA
East Hall High School	Gainesville	GA
Kemp Elementary	Hampton	GA
Stewart County Elementary School	Lumpkin	GA
LaBelle Elementary	Marietta	GA
Telfair County Elementary School	McRae	GA
Arthur Dixon Elementary School	Chicago	IL
Columbus Elementary	Chicago	IL
Curie Metropolitan High School	Chicago	IL
DeWitt Clinton Elementary	Chicago	IL
Dr. Jorge Prieto Math & Science Academy	Chicago	IL
Everette McKinley Dirksen Elementary	Chicago	IL
Evergreen Academy Middle School	Chicago	IL
George Washington Elementary School	Chicago	IL
Josiah Pickard	Chicago	IL
G. Stanley Hall School	Glendale Heights	IL
Jefferson Middle School	Springfield	IL
Harrison Hill Elementary	Fort Wayne	IN
Clinton County Middle School	Albany	KY
Betsy Layne Elementary	Betsy Layne	KY



Green hills Elementary School	Bledsoe	KY
Cawood Elementary School	Cawood	KY
Central High School Magnet Career Academy	Louisville	KY
H. B. Slaughter Elementary School	Louisville	KY
Olmsted Academy South	Louisville	KY
Phillis Wheatley Elementary School	Louisville	KY
Rutherford Elementary School	Louisville,	KY
T.O. Rusheon Middle School	Bossier City	LA
Barret Paideia Academy	Shreveport	LA
The Mather	Dorchester	MA
Boston Renaissance Charter Public School	Hyde Park	MA
Park Elementary	Baltimore	MD
Mitchell Elementary School	Ann Arbor	MI
Center School, Inc.	Minneapolis	MN
St. Mary's Mission School	Red Lake	MN
St. Paul City School	Saint Paul	MN
Lift For Life Academy	Saint Louis	MO
Gibson Elementary	St. Louis	MO
Highland Elementary School	St. Louis	MO
Meadows Elementary School	St. Louis	MO
Moline Elementary School	St. Louis	MO
Riverview Gardens High School	St. Louis	MO
Westview Middle School	St. Louis	MO
Kagman High School	Saipan	MP
Aberdeen High School	Aberdeen	MS
Byhalia Elementary	Byhalia	MS
John F. Kennedy Memorial High School	Mound Bayou	MS
North Panola High School	Sardis	MS
Rocky Boy Elementary School	Box Elder	MT
Bryant Elementary School	Helena	MT
K. William Harvey Elementary	Ronan	MT
Wolf Point Junior/Senior High School	Wolf Point	MT
James W. Smith Elementary School	Cove City	NC
Forest Heights Elementary School	Gastonia	NC
Allen Middle School	Greensboro	NC
Lexington Middle School	Lexington	NC
Fox Road Magnet Elementary School	Raleigh	NC
Middle Fork Elementary School	Walkertown	NC
Bertie Middle School	Windsor	NC





Atlantic City High School	Atlantic City	NJ
University Middle School	Irvington	NJ
Julia A. Barnes PS 12	Jersey City	NJ
Belen Middle School	Belen	NM
Tohatchi Middle School	Tohatchi	NM
Global Community High School	Las Vegas	NV
Mott Hall Bronx High School	Bronx	NY
P.S. 54 Fordham Bedford Academy	Bronx	NY
The Fiorello LaGuardia School	Bronx	NY
Academy of Innovative Technology	Brooklyn	NY
George E. Wibecan Preparatory Academy	Brooklyn	NY
Fassett Elementary School	Elmira	NY
PSMS043	Far Rockaway	NY
Garrett A. Morgan Elementary School PS 132	New York	NY
PS 161Q, The Arthur Ashe, Jr. Elementary School	Richmond Hill	NY
Andrew J. Townson, School #39	Rochester	NY
James Monroe High School	Rochester	NY
World of Inquiry School 58	Rochester	NY
Gansevoort Elementary School	Rome	NY
P.S. 78	Staten Island	NY
Mound STEM Elementary School	Cleveland	OH
<b>Willard Pre K-8</b>	<b>Warren</b>	<b>OH</b>
Whittier Elementary	Muskogee	OK
Council Grove Elementary	Oklahoma City	OK
James Monroe Elementary School	Oklahoma City	OK
Stilwell High School	Stilwell	OK
South Shore Elementary	Albany	OR
Waverly Elementary	Albany	OR
Cornelius Elementary School	Cornelius	OR
Centennial Park School	Portland	OR
Walnut Street Elementary School	Darby	PA
George W. Childs School	Philadelphia	PA
Pittsburgh Arsenal 6-8	Pittsburgh	PA
Memminger Elementary	Charleston	SC
Gordon Elementary	Dillon	SC
Westcliffe Elementary School	Greenville	SC
Lambs Elementary School	North Charleston	SC
Northwoods Middle School	North Charleston	SC
Lone Oak Elementary School	Spartanburg	SC



Bells Elementary School	Bells	TN
Arnold Memorial Elementary School	Cleveland	TN
Gateway Elementary School	Madison	TN
Chickasaw Middle School	Memphis	TN
Lanier Middle School	Memphis	TN
Memphis Health Careers Academy	Memphis	TN
Glenclyff High School	Nashville	TN
Inglewood Elementary School	Nashville	TN
Tusculum Elementary	Nashville	TN
Selmer Elementary	Selmer	TN
Brown Intermediate School	Sweetwater	TN
Patton Springs I.S.D.	Afton	TX
Horace Mann Middle School	Amarillo	TX
Landergin Elementary	Amarillo	TX
Pleasant Valley Elementary	Amarillo	TX
Roark Elementary School	Arlington	TX
(Frank & Sue) McBee Elementary School	Austin	TX
East Austin College Prep (EAPrep)	Austin	TX
Govalle Elementary School	Austin	TX
LCPL Nicholas S. Perez Elementary School	Austin	TX
Ortega Elementary	Austin	TX
Walnut Creek Elementary	Austin	TX
Pietzsch/MacArthur Elementary School	Beaumont	TX
A. X. Benavides Elementary	Brownsville	TX
Dr. Americo Paredes Elementary	Brownsville	TX
Garden Park Elementary	Brownsville	TX
Hanna High School	Brownsville	TX
Anson Jones Elementary School	Bryan	TX
Schanen Estates Elementary	Corpus Christi	TX
West Oso High School	Corpus Christi	TX
A Maceo Smith New Tech High School	Dallas	TX
Robert T. Hill Middle School	Dallas	TX
T. W. Browne Middle School	Dallas	TX
Reed Middle School	Duncanville	TX
Cedar Grove Elementary School	El Paso	TX
Paul C. Moreno Elementary	El Paso	TX
David K Sellars Elementary	Forest Hill	TX
Maude I. Logan Elementary	Fort Worth	TX
Morningside MS	Fort Worth	TX



Galena Park Middle	Galena Park	TX
Cloverleaf Elementary School	Houston	TX
Collins Elementary School	Houston	TX
Francis Elementary School	Houston	TX
Jackson Middle School	Houston	TX
North Shore Elementary	Houston	TX
Scroggins Elementary School	Houston	TX
Woodland Acres Elementary School	Houston	TX
Woodland Acres Middle School	Houston	TX
Jack M. Fields Elementary	Humble	TX
Lee Britain Elementary	Irving	TX
Bonnie L. Garcia Elementary	Laredo	TX
Narciso G. Cavazos Elementary School	Mission	TX
Golden Acres Elementary	Pasadena	TX
Southmore Intermediate	Pasadena	TX
Barron Elementary School	Plano	TX
Bluebonnet Elementary	Round Rock	TX
East Central Development Center	San Antonio	TX
Ed White Middle School	San Antonio	TX
Graebner Elementary School	San Antonio	TX
Meadow Village Elementary	San Antonio	TX
Robert B. Green Elementary	San Antonio	TX
Rodriguez Elementary	Seguin	TX
Appalachia Elementary School	Appalachia	VA
Spotswood Elementary School	Harrisonburg	VA
Basin City Elementary	Mesa	WA
Chinook Middle School	SeaTac	WA
Alum Bridge Elementary School	Alum Bridge	WV
Harman School	Harman	WV



# End-of-Year Checklist for Librarians

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The following are suggestive tasks that you may want to complete before the end of school:



- ❖ LIB1's need to enter the upcoming school year calendar(s) by the end of May.
- ❖ Send NEOMIN Library Services your Compulsory Return Date(s) by district or building.
- ❖ If you charge fines, make sure you close dates for the summer months to prevent overdue fines from accruing while the library is closed.
- ❖ Identify inactive or expired patrons with bills. Forgive bills and remove patrons as appropriate.
- ❖ Review Library Staff accounts and provide NEOMIN with appropriate changes.
- ❖ Clear items in transit as needed. Use the 'Pending Transits' wizard to check if there are any items 'in transit' to your building.
- ❖ Delete unused/outdated Scheduled Reports and Template Reports.
- ❖ *Optional* reports to run:
  1. Items with NO price listed, Database Cleanup Reports, 15.10 DBC4
  2. Value of Collection, Promote Your Library Reports, 15.10 PRO6
  3. (Older) Items that have not circulated (in time-range selected), Database Cleanup Reports, 15.10 DBC2
  4. Circulation Statistics, Promote Your Library Reports, 15.10 PRO3
  5. Item Activity Lists, Statistics Reports, 15.10 STA7 (StaffWeb report)
  6. Circulation Statistics by Teacher, Statistics Reports, 15.10 STA4
  7. Items with HIGHEST circulation in School Year (spreadsheet), Statistics Reports, 15.10 STA3
  8. Circulation Statistics by GRADE & Circulation Statistics by GRADE/Item Group, Statistics Reports, 15.10 STA1
  9. Expired Patrons List, End of Year Reports, 15.10 EOY1
  10. Active Loans, CIR: Active Loans, 15.8.4d
- ❖ *Optional "favorite"* reports to run:  
[http://www.infohio.org/Documents/SirsiManual/SirsiJava/S15\\_10OurFavoriteReportsList.html](http://www.infohio.org/Documents/SirsiManual/SirsiJava/S15_10OurFavoriteReportsList.html)





# Just Weed It!

## Library Girl's Tips For Keeping Your Collection...

IF THE ANSWER'S NO... IT'S GOT TO GO!

# F

Does it **FOSTER** a Love of Reading? The books in your library should help students see themselves as readers and make them want to read **MORE**.

# R

Does it **REFLECT** your diverse population? Every student in your school should be able to see themselves in your collection.

# E

Does it reflect an **EQUITABLE** global view? Your collection should represent a variety of view points and encourage global connections.

# S

Does it **SUPPORT** the curricula? Your collection should be age & developmentally appropriate **AND** it should support the learning goals of your school.

# H

Is it a **HIGH-QUALITY** text? Your collection should be made up of materials that connect your students and teachers to up to date and accurate information.





## Total Number of Items Never Circulated (since 2005)

School Code	Total Items in Library	Checkouts = Zero	% Never Circulated
CHAMS	12,545	4,313	34%
HOWHS	8,666	3,859	45%
HOWMS	12,049	4,275	35%
LABHS	9,337	3,650	39%
LAKHS	13,774	6,972	51%
LAKMS	17,789	3,841	22%
LIBHS	3,675	2,273	62%
LIBCS	8,432	1,445	17%
NCMCK	5,675	3,883	68%
TCTC	10,135	4,382	43%
WCWGH	12,165	5,717	47%
WCJEF	12,878	6,415	50%
WCMCG	16,808	7,090	42%

To create a list of these items, run the CAT: Shelf List, specify your building code on the "Item Selection" tab, and "=0" on the "Number of Total Checkouts".



# The Adventures of Library Girl

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Library Girl

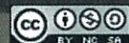


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## About Me

M G+ +7 Recommend this on Google

Hello and welcome! For starters, here's my "official" biography.



Jennifer LaGarde (aka library girl!) is a Librarian Ambassador and Education Road Warrior! As an Educator on Loan for the NC Department of Public Instruction, she travels across the land working with school librarians, classroom teachers, principals, superintendents - literally ANYONE who needs help building or making the most of a 21st century school library. Jennifer earned her undergraduate degree in English Education from the Watson School of Education at the University of North Carolina at Wilmington (UNCW) and her graduate degree in Library Science from Appalachian State University. She is also a Nationally Board Certified School Librarian. Jennifer is the Social Media Special Committee

Chair for the North Carolina School Library Media Association, was a founding member of NCSLMA's Young Adult Book Award and shares NCSLMA webmaster duties with another North Carolina librarian. With over 17 years experience in education as a classroom teacher, teacher librarian and district level leader, Jennifer has been nationally recognized for her contribution to school librarianship and education in general. In 2011, Jennifer was awarded the "I Love My Librarian Award" by the American Library Association, The Carnegie Corporation of New York and The New York Times. She was also named a 2011 "Mover and Shaker" by Library Journal. And in 2013 she was selected as one of five teacher librarians (nationally) finalists for the first ever Bammy Award for outstanding service in the area of school librarianship. Jennifer is the author of the award winning blog The Adventures of Library Girl where she proves you don't have to be super hero to be a teacher librarian, but having a cape sure helps." ----

She also really doesn't enjoy talking about herself in the 3rd person. :)

Unofficially, I'm just a teacher whose classroom happens to have lot more books in it than most. As I like to tell the groups I work with, school libraries saved my life, so... I'm making it my mission to do whatever I can to help librarians do their best work so that school libraries are around for a long time to come.

The Adventures of Library Girl is the spot where I ponder, share and rub my thoughts about libraries and student learning together until they catch fire or fizzle out. The views I express here are entirely my own and are not intended to represent the views of my colleagues or employer.

Please feel free to contact me by a) leaving a comment b) sending me an email at jennifer-at-librarygirl-dot-net or c) following me on twitter @jenniferlagarde

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# INFOhio Boot Camp 2014 – Keynote Speaker, Day 1

Paige Jaeger



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[Email](#)  
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On Blogger since  
November 2008

Profile views - 1584

**My blogs**  
[Librarydoor](#)

**About me**

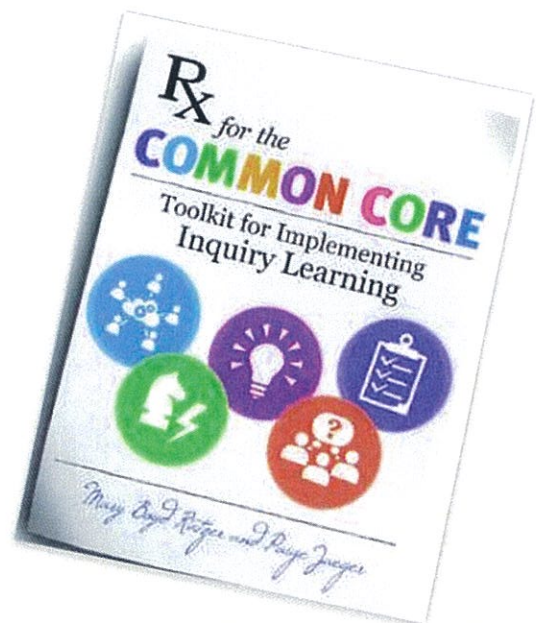
Gender: Female  
Industry: Education  
Occupation: Librarian - Administrator & Adjunct faculty instructor for SUNY Albany  
Location: Saratoga Springs, NY

**Introduction**  
Please see my complete profile at [LinkedIn.com](#) Coordinator for School Library Services, WSWHE Board of Cooperative Educational Services, NY. Regular librarian in an irregular world. I believe in collaborative learning models that support the CCSS and strong library programs to make this possible.

**Interests**  
[Information Literacy](#), [Connected Learning](#), [APPR](#), [RTTT](#), [excellent best practices](#), and [more!](#)

Paige is a librarian turned administrator serving 84 school libraries in upstate New York. She delivers professional development at the local, state, and national levels and is currently serving on the AASL Task Force for the Common Core. Her book, *Rx for the Common Core: Toolbox for Inquiry Based Learning*, is currently a Libraries Unlimited best seller. Jaeger has been a frequent contributor to national library journals such as *School Library Journal*, *School Library Monthly*, and *Library Media Connection*. Her blog, *Librarydoor* is very popular with Ohio librarians.

Here is her blog link <http://librarydoor.blogspot.com/>









April 9, 2014

Dear INFOhio Supporter,

INFOhio is looking for energetic individuals employed within Ohio school buildings and districts to enrich and support the teaching and learning of INFOhio resources while strengthening the technology skills of students, teachers and staff. Individuals accepted to be part of the FY15 INFOhio District/Building Level ICoach team will be trained to present the instructional benefits of INFOhio resources within their building or across their district.

We are asking for your help to nominate teachers and librarians who might be interested in becoming a FY15 INFOhio District/Building Level ICoach. Please find attached the information guidelines for the program and the application. We will be accepting applications through Wednesday, April 30<sup>th</sup> with notification of program acceptance by Friday, May 23<sup>rd</sup>. The training schedule for the District/Building Level ICoach will occur between June to August 2014.

Please let us know if you have any questions. We appreciate your help as we work to increase the outreach training for INFOhio.

Sincerely,

Theresa M. Fredericka  
Executive Director  
INFOhio  
1500 W. Lane Ave.  
Columbus, Ohio 43221

## FY15 INFOhio District/Building Level ICoach

**Purpose:** The INFOhio District/Building Level ICoach will train teachers within their building or district to use INFOhio resources effectively while helping them to integrate INFOhio into their classrooms. The INFOhio District/Building Level ICoach will also encourage teachers to develop 21<sup>st</sup> century instructional strategies through utilizing INFOhio resources. The value-added rationale for becoming an INFOhio District/Building Level ICoach is the ability to encourage “engaging and relevant” learning in their district or building through utilizing the INFOhio 21<sup>st</sup> century learning resources.

**Nomination Process:** Interested individuals will be nominated by their ITC Provider, INFOhio ICoach, building principal or district supervisor with a letter of recommendation speaking to the individual’s knowledge and application of INFOhio’s tools and resources with teachers, students and parents.

### **Benefits:**

To District/Building Level ICoach:

- Certified as an authorized INFOhio trainer after completion of required training that can be used to demonstrate professional learning growth.
- Learn about INFOhio tools and resources updates first.
- Be connected to the online learning community of INFOhio trainers to share ideas and training resources.

To District:

- Local trainer for professional development training on INFOhio tools and resources.
- Ease of scheduling with a local trainer for professional development.
- Knowledge growth through sharing in the online learning community for INFOhio trainers.

**Certification Process:** Selected applicants will participate in a self-paced, online course including webinars and learning modules. If the applicant is not able to attend a live webinar, it will be acceptable to listen to the recorded webinar, answer the quiz questions, and submit their certificate to demonstrate attendance. The course and webinars will cover:

- INFOhio –finding all the help resources at your fingertips. A self-paced, online course for quick reference on how to teach the INFOhio tools and resources to adult learners.
- INFOhio resources—using the resources with teachers and students. This will be part of the INFOhio Bootcamp to be held online August 4-5, 2014.
- INFOhio applications—integrating the learning with the resources. This training topic will include a selection from the INFOhio 21 Things or an INFOhio Bootcamp webinar to be held online August 4-5.

District/Building Level ICoach will be recertified each year through a training webinar held in August prior to the new school year.

### **Expectations of the District/Building Level ICoach**

- Complete at least 2 trainings per year in their district.
- Reporting training dates and numbers of participants to INFOhio.
- Trainings held by District/Building Level ICoach could include parents.
- Participating in an INFOhio ICoach online learning community to share ideas with other District/Building Level ICoach team members.
- Providing their own handouts and contact hour certificates.
- Trainers are solely responsible to determine the day, time and provision of a facility for their trainings. INFOhio will not pay for a trainer stipend, computer lab, travel or other expense or liability which may be incurred through offering this instruction.

## Library Calendar

The Library Calendar wizard can be used by library staff to display and modify the closed dates for their individual library. Authorized staff members will only have access to the calendar for their library. The wizard displays the calendar for the library linked to the user's login.

To modify your library's calendar, do the following.


1. **Click** on Library Calendar wizard.



The current calendar settings for your library appear.

**Library Calendar**

Lima Senior High School

Closed dates: 4/2006-04/21/2006,05/29/2006,06/07/2006-06/12/2006  **2a**

Closed days

Sunday    Monday    Tuesday    Wednesday  
 Thursday    Friday    Saturday

2. In the **Closed Dates** box, **click** the gadget to select dates the library is closed.

**Widget: Closed Dates**

Closed from

← July 2006 →

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Until

← July 2006 →

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3. **Select** Add

**3**



4. Newly added dates will display in list.

Closed from »	Until
01/16/2006	
02/20/2006	
03/31/2006	
04/14/2006	04/21/2006
05/29/2006	
06/07/2006	06/12/2006
07/04/2006	07/04/2006

**NOTE:**

- *No due date ever falls on a day the library is closed.*
- *If a due date would normally fall on a closed day it is moved forward to the first open day.*
- *Up to 64 closed dates may be selected.*
- *Ranges of dates, such as December 24-25, may be used as one closed date.*

5. Under Closed Days, **DO NOT MAKE ANY CHANGES.**

Closed days			
<input checked="" type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input checked="" type="checkbox"/> Saturday	

6. **Click Save.** Library calendar changes made in this wizard will update the corresponding Library policy.

<b>6</b>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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**NOTE:** *If you need this policy to take effect immediately, contact your ITC. The policy will take effect after the database is recycled.*

7. **DO NOT REMOVE** any closed dates, unless directed to do so. If deemed necessary, **contact your ITC Staff.**

**NOTE:** *For other options available for checking items in without charging a fine, see Sec. 6.8, Fine Free Check In or Sec. 7.1 – Checkin Bookdrop.*




The Library Calendar wizard can be used by library staff to display and modify the closed dates for their individual library. Authorized staff members will only have access to the calendar for their library. The wizard displays the calendar for the library linked to the user's login.

1. **Click** on Library Calendar wizard.
2. In the **Closed Dates** box, **click** the  gadget to select dates the library is closed.
3. Select Add button.
4. Newly added dates will display in list.

Library Calendar

Lima Senior High School

Closed dates: 1/2006-04/21/2006,05/29/2006,06/07/2006-06/12/2006  2

Closed days

Sunday    Monday    Tuesday    Wednesday

Thursday    Friday    Saturday

**NOTE:**

- *No due date ever falls on a day the library is closed.*
  - *If a due date would normally fall on a closed day it is moved forward to the first open day.*
  - *Up to 64 closed dates may be selected.*
  - *Ranges of dates, such as December 24-25, may be used as one closed date.*
5. Under Closed Days, **DO NOT MAKE ANY CHANGES.**
  6. Click Save. Library calendar changes made in this wizard will update the corresponding Library policy after the overnight recycle.
  7. **DO NOT REMOVE any closed dates, unless directed to do so. If deemed necessary, contact your ITC Staff.**

Last updated May, 2007

