



FY17 Back-to-School Checklist for Librarians

Updated 9/9/2016

On Your Computer's Browser

- Bookmark the NEOMIN Library website - <http://neolibrary.weebly.com/>
- Try logging into NEOMIN's Helpdesk Portal - <https://support.oecn.org/cherwellportal/neomin>
- Bookmark and review the INFOhio website - <http://www.infohio.org/>
- Check for INFOhio Toolkit/Handbook updates - <https://www.infohio.org/educators/library>
- Bookmark and reference the WorkFlows Handbook - <http://www.infohio.org/educators/library/workflows-handbook>

For Students and Teachers

- INFOhio's username and password did change this year. UN: infohio PW: _____ Also know your *District username/password* to access electronic resources from home.
- Prepare bookmarks and handouts for INFOhio resources (posters, flyers, presentations, etc). From the INFOhio home page, select Library Staff > INFOhio Toolkit.
- Watch INFOhio's Back-to-School recorded webinar on new electronic resources and updates (from August 11, 2016) - <https://www.infohio.org/educators/pd/lwi/recordings>
- If using My Account in CAT, plan instruction. From the Public Portals section of the Handbook, download the My Account in CAT Tip Sheet and customize to meet your needs.
- Ensure that your OPAC is easily accessible from school web pages. Sample URL: <http://neomin.infohio.org/opac/LAK/LAKBE/> Or, add a search widget on any of your web pages - <http://neolibrary.weebly.com/library-technology-support.html>

In SirsiDynix Symphony Workflows

- Confirm that you are running the correct version of the Workflows client. Go to the Help menu > About. You should see: Version 3.5.1.1.1071
- Enter closed dates for each building in Workflows (Common Tasks > Library Calendar)
- Try to print a report. If you get an error, you'll need to reset your printer pathway – www.infohio.org > Workflows Handbook > Reports > Understanding Reports > Setting the Print Pathway > Guide
- Enable "Multiple windows mode" and "Tabbed windows". Select Preference > Desktop > Desktop Setup and check Multiple windows mode and Tabbed Windows. Logout and login again.
- Create new report templates and/or schedule overdue reports.
- Review back-to-school reports (Workflows Handbook > Reports > Favorite Reports) for tips on creating class lists, student barcodes, etc.
- Print student barcodes for circulation. If the barcodes do not display (shows large numbers), download and install the PC barcode font from the Workflows Handbook > Setup page.
- Request a faculty update (per district) to update your teachers in Workflows.