

| AIC Library Year-End Shutdown Procedure                                                                                                                     |                           |                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------|
| Library Shutdown KPI                                                                                                                                        | Timeline – Before Closing | Outcome                                                                                |
| <p>Finalize pending transactions with vendors eg unfulfillable requests</p> <p>Cancel what cannot be supplied</p>                                           | 1 Month                   | <p>Final record of transactions concluded</p> <p>Update Sierra Acquisitions module</p> |
| Recall all items on loan                                                                                                                                    | 1 Month                   | Sierra Circulation list                                                                |
| <p>Complete inventory of book stock</p> <p>Shelf read and make sure all books are in their right positions</p>                                              | 1 Month                   | <p>Sierra report</p> <p>Produce a final report on Sierra</p>                           |
| Run student overdue fines and lost books - bill for lost books and send to students                                                                         | 3 Weeks                   | Produce a report                                                                       |
| Run staff overdue fines and lost books - bill and send to staff                                                                                             | 3 Weeks                   | Produce a report                                                                       |
| <p>Update course resource lists for student courses on Canvas – for coming academic year</p> <p>Remove reserve book stock no longer supporting a course</p> | 3 Weeks                   | CANVAS library page update                                                             |

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| Run an expenditure report if unique cost code it is attached to the library                                  | 3 Weeks      | Expenditure report                              |
| Send all lost book bills and fines not settled to Finance                                                    | 2 Weeks      | Sierra report                                   |
| Clear binding, book cleaning<br>changed locations lists<br><br>Update Sierra of weeding<br>and discard lists | 3 Weeks      | Sierra item status changes<br>and weeding lists |
| Consolidate the monthly reports into an annual report                                                        | 2 Weeks      | Produce annual report                           |
| Run usage statistics of all electronic resources                                                             | 1 Week       | Produce a final e resources usage report        |
| Run library gate statistics                                                                                  | 1 Week       | Produce a year report of user traffic           |
| Clear Binding book cleaning backlog / discard lists                                                          | 1 Week       | Update Sierra                                   |
| Load library resource passwords on the cloud                                                                 | 1 Week       | Sharepoint Update                               |
| Cover library books on the shelf                                                                             | 3 Days       | Library Stock                                   |
| Switch machines off the plugs to prevent power surges                                                        | The last day | Library building exit                           |