

Important info transfer checklist

For outgoing library director to new library director

Note: this was updated on 3/2/2023 by Rebecca Kilde.

Login Credentials

Best practice is to maintain at least two admin accounts per library, reducing the likelihood of losing account access. Keep this information current and accessible.

Website

- Username:
- Password:
- Need help? Submit an IFLS HelpDesk ticket.

Social Media

- Facebook
 - Username:
 - Password:
 - Treat Facebook logins like a bank account. Once you lose control of your FB page it's very difficult and time consuming to recover. Using Meta Business Suite can help you manage admins. You should always have at least two trusted admins that are current and active. [Managing roles in Facebook](#)
- Instagram
 - Username:
 - Password:
 - Is your Instagram a business account? [Article from Constant Contact](#) about why you should use a business account. [Help article from Meta.](#)
- Other social media accounts
 - Username:
 - Password:

Google my Business

- Username:
- Password:
- How to get primary ownership of your google business profile: <https://support.google.com/business/answer/3415281?hl=en>
- How to add managers: https://support.google.com/business/answer/3403100?hl=en&ref_topic=4539640

E-letter

- Platform (I.e. MailChimp, Constant Contact):
- Username:
- Password:

Canva

- Username
- Password

Calendar

- Platform (I.e. Tockify, Google)
- Username
- Password

Library Card

You have the primary responsibility for maintaining your cards and barcodes. IFLS facilitates a group bulk order once a year to reduce the cost of cards.

- Location of unused cards:
- Ending barcode: _____ - _____ - _____ x (The last number of your barcode is a randomly assigned security number. Don't include the last number when you're figuring out your barcode range.)

IFLS member library private contact list

IFLS maintains a password-protected contact list of library directors and youth service, circulation and Interlibrary Loan staff. <https://iflsweb.org/knowledge-base/member-library-directory/> The password is "books".

We need your help to maintain this list! Please check it periodically to make sure it's up to date.

Have you submitted a HelpDesk ticket with staff changes? Note in the email which IFLS listsservs you'd like to be added to or deleted from.

- Send staff changes (including yours!) by submitting a HelpDesk ticket.

What Else?

This is a great time to think about what would happen if you or key staff were abducted by space aliens. What tasks need passwords or special instruction accomplish? (I.e. Sierra, Baker and Taylor, key codes to the building, city website logins, etc.)

endor or link	responsible staff	username	password