



SWAN Users: Book Club Users Notes

Wednesday, March 11, 2020, 9:30AM – 12:00 PM

RAILS – Burr Ridge

Register on L2 - <https://www.librarylearning.info/events/?eventID=30290>

Chairs:

- Lizzy Matkowski, co-chair, Downers Grove Public Library
- Lauren Maxwell, co-chair, Geneva Public Library

I. Welcome and introductions

II. Circulating Sets/Kits

Within SWAN

How do libraries use circulating sets? Lizzie talked to staff to see what they would like to have happen regarding circulating sets. GVD circs items one by one, not as kits. Available to the public when not in-use, but a 45-day lead time is necessary to prepare kits. Not reservable outside GVD. SPEC_COLL2 28-day circ. 17 book club copies, 12 circulating examples.

DGS had a collection like that for a while but it became too difficult for book club managers to manage. Now circ as bagged sets of individually uncatalogued volumes-numbered but not barcoded. Mostly regular print with largetype and audio copies. Stored behind the desk. Some are on-display, but not discoverable in catalog. The full collection of titles is listed on a bookmark distributed to those interested but the sets themselves are not browseable. Book club leaders work with DGS ILL to coordinate fulfilment. DGS estimates 80ish discussion groups utilizing their services. They are not available to other SWAN libraries Check out to the representative of the group. This collection has its own budget, buy maybe quarterly. Selection librarian makes purchasing decision and works with book clubs and ILL. Started with funds from the foundation for start-up ~25 bags. They are weeded.

DGS doesn't typically charge for loss or damage. Purchases 3-4 times a year, exceptions are made for extremely popular titles.

GVD has 50 bags due to limited space. In new building, kits will be out from the desk and browseable. Order 2x a year. Order about 6 new ones. Currently not holdable.

SWAN – Bib Services put together best practices for a binge box. They recommend using a local bib record.

BDD circs more like GVD. Only have a few groups. GVD allows advanced reservations. They use a fancy spreadsheet to manage book clubs. Invited book club service to help Catholic theology group who was placing individual ILLs. Staff also have a communication tool to help staff coordinate work. [Ask Lizzie and Lauren for their spreadsheets to post on SWAN Support site]

BLD has YA kits

GVD utilizes “Magic spreadsheet” to track and schedule kit reservations. DGS also utilizes spreadsheet to track kit requests.

NUD pieces together item types to accommodate all the needs of the group from platform to format.

GVD just changed pick-up parameters (book discussion date to book discussion date) – others). DGS has gone to regular 7 days.

GVD has begun purchasing ratio of 12-2-2 Regular type, large type, audio.

DGS does not issue Book Club cards. Material is circ-ed to the individual cardholders. GVD circs to individual cards for external clubs.

DGS allows the groups to fill in a form with library card #s so one representative can pick up the copies on behalf of the group. This allows the copies to be checked out to the individual cards.

GVD checks out incoming loans to in-house card to park items until they are picked up by the patrons.

III. Kit & Kaboodle (<https://share.illinoisheartland.org/kits>) used by SHARE

Only works for the kit model for reservations. It does solve the problem of getting materials back. Lizzy and Lauren will investigate if this is worth experimenting with.

IV. SWAN Best Practices

- a. Suggestions for modification? What is working, what is not
<https://support.swanlibraries.net/documentation/66652>

GVD had an explosion of book clubs, now about 100. Get holds, check it out, ready for patron pickup.

Home location changing caused confusion. Book club service card changes all the

current location to In Library Use. Only checkout your own items to in-house.

Lauren says clean workflow (use a different process if the item belongs to the library or if borrowed from another SWAN library, but knowing the difference in how to process is not difficult).

You can have as many book discussion cards as needed. Getting items in and checking out to book discussion card.

Can you see number of holds and how many are suspended? GVD runs multiple holds reports, and has to juggle suspended hold titles because it is hard to determine. Everything in workflows takes work.

Where can you find active holds list? List holds on title – show how to display the suspended holds. Detailed hold count, can limit by library

INS goes through best sellers list to determine how many additional copies might be needed.

GVD has a 9 month rule and 25% rule

INS has also been successful getting titles outside of SWAN.

BLD put your hold on and everyone defines new books differently.

DGS generally unsuspends 8-10 days before they want book in hand, may push it to 2 weeks ahead of date needed

GED, Brenna – don't suspend holds, they determine if they will place holds through ILL or SWAN.

Also include in checklist whether you have digital copies.

GVD 25% rule – will ILL the item rather than request all copies through SWAN.

DGS – some groups are very specific in what they request. If books aren't circulating and they appear available, we will place holds on those. No hard and fast rule but we will evaluate. The collections are nice in that they can help direct groups to what is available.

Lauger Queen – Diana; found it surprising that classics was difficult to get.

INS – trying retelling of a classic and those were easier to find.

- b. Practical suggestions – when do libraries place holds, how many do you place, what types of items?
- V. How do you make selections?
- a. What resources do you use?
 - b. When are purchase decisions made?
 - c. Budget considerations and collaboration with neighboring libraries?

GVD wait for 2-3 groups to ask for something and then purchase, but also have to determine what needs to be weeded.

Purchase kits 2x a year; place extra orders when needed. Don't have dedicated budget line, but it comes out of generous fiction line. Audio books can be challenging, and we generally request 3 audio (2 for book club, 1 on shelf). Were working with SCD when they started book club service. Coordinated purchasing different titles so they could resource share more broadly. One Book, One Community – almost always get 12 copies of those.

DGS – purchases 3x a year. Before we were yours was very popular. Usually popular holds/highest circulating are what people want. Purchase copies for book club bag that we use for our own discussions. 2x a year. Do have a budget line and try to do things in paperback. We don't collaborate with our neighboring libraries, probably should.

INS – 25 area book clubs, questions, author interviews, done 500 in 3.5 years. Only 30% of info we provide is for duplicate titles. Book club parties over the summer, book talk hidden gems. "hidden gems" aka consolation prizes.

GVD hires a consultant to come out to book talk everything she is excited about. Give away most popular book club titles and book talk titles as door prizes. ARK? that is no longer circulating. Will be having event offsite this year due to move. Friends of Library generally covers giveaways and swag ~600 last year. Library handles the food. Saturday between 2-4. 800 for budget/space. GED does a similar program. Open up 3 weeks prior to event – April 26th

DGS tried before big remodel – will try again.

Considering:

American Dirt

Such a fun age

Grace Kelly Dress

Feder Thief

Glass hotel

gvd website – use the library, book club service, links to every item in book club sets

dgs website – use the library

booking the most – INS
Educated
What Alice Forgot
A Place for Us (at least 5 groups)
new Hilary mantel? New Eric Larrsen?

Try to keep around 300 pages. This is always the 2nd question asked.
City of Grils
That Last Romantics
Seven husbands of Evelyn Hugo (lots of requests)
Eleanor Oliphant
Davy Jones (Reese selection)

Hamilton biography – 2 month circulation
Oprah does not rule the club anymore; Reese is more popular

Diana trying to move the book discussion into a more personal direction; bridging connections between clinic, faculty, staff

Book club therapy, working with book club leaders on how to manage the group. INS – before the discussion starts, share ground rules for leader and group. Becky Stratford
NUD – lots of food; people like to bring something to share. Eating food requires open body language.

Dear Edward
Maybe You Should Talk to Someone
has anyone chosen these?
DGS alternates between fiction and non-fiction

Cookbook club is the most popular – take cookbook, read preface, etc.

Reese Witherspoon - Whiskey in the teacup?

Book club coup -
DGS – Banned Book Club – they do read a lot of classics from the back list e.g. Catch 22

- VI. Cataloging Sets, Binge Boxes, etc.
 - a. Patron confusion in placing holds (share examples)
<https://support.swanlibraries.net/documentation/66931>
- VII. Next Meeting
Wednesday, July 8, 2020, 9:30 AM – 12:00 PM (Geneva Public Library)
Register on L2 <https://www.librarylearning.info/events/?eventID=30291>

GVD trying to make things more self-serve with new building. Will be using self check in the new building. Have to be on the lookout for item types. GVD uses an item type for music that others use for audiobook. New drive-up window will introduce some changes. Interaction at the pick-up pick-up station will need to happen. Will end up with lots of contingencies.

COVID-19 -

DGS – working on Pandemic plan

BDD – Lombard schools closed for deep cleaning; shift start procedures

INS – more signage

CSD – wipes and hand sanitizers are throughout

NUD – asking all professors to go to online instruction, checking that faculty have connectivity.

Some libraries are cancelling homebound services.