



SWAN Circulation Advisory
Wednesday, January 16th 2018
9:30 am – 12:00 pm
RAILS Main Meeting Room
125 Tower Drive, Burr Ridge, IL 60527

AGENDA

1. Introductions
 - a. Housekeeping (facilities)
2. Review of Notes, November 21st, 2018 [Exhibit A] **{action requested}**
3. SWAN Updates & Discussion
 - a. Azure Update
 - b. Enterprise Update
 - c. ILL_LIBS Pickup Library
 - d. Patron Purge [Exhibit B]
 - e. NCOA
 - i. Report that was requested for patrons that were in Collections; also have a change of address. [Exhibit C]
 - ii. Email Template [Exhibit D]
 - f. New Status for Returned Mail Requested
 - g. Consolidation of Overdue Notices
 - i. Last meeting it was asked for us to check or create a BCA report for users without email addresses- Done
 - ii. Send ideas on promotional material to obtain patron's email addresses.
 - h. Consolidation of Extended Fields
 - i. We will try this process again after the move to Azure. You will see the creation of ALT PHONE; feel free to use this as it is the phone field we will use in the future, once the fields are consolidated.
 - i. Custom Longoverdue Report Update [Exhibit E]
 - j. Green Hills [Exhibit F]
 - i. Go-Live January 29th
 - ii. Volunteers to be on site for their Go-Live Week
 - k. Finished Unusable and Damaged Procedure [Exhibit G]
 - l. Circulation Policy [Exhibit H] **{action requested}**
 - m. Hold Wrapper Information Best Practice [Exhibit I]