



SWAN Circulation Advisory  
Wednesday, March 20, 2019  
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, January 16<sup>th</sup>, 2019 [Exhibit A] **{action requested}**
3. SWAN Updates & Discussion
  - a. Mail Returned Status [Exhibit B]
  - b. Hold Wrapper [Exhibit C]
  - c. Modifying Logins and Generic Users reminder
  - d. Book Club Best Practices
    - i. Best sellers
    - ii. Suspending holds
  - e. Checking out to Patrons without a library card
  - f. Consolidation of Extended Fields
    - i. Dave is currently working on combining the phone fields in a test environment.  
This is the most complex part of the consolidation process.
  - g. Going Green Best Practices for getting patrons Email address
  - h. Staff Changes [Exhibit D]

Future Meeting: May 15<sup>th</sup>