AGENDA

1. Introductions
   a. Housekeeping (facilities)

2. Review of Notes, July 18, 2018 [Exhibit A] (action requested)

3. Circulation Advisory Committee Chair
   a. SWAN Chair – Crystal Vela, Co-Chair – Samantha Dietel

4. Patron Information Display in Workflows (continued action from July meeting)
   a. Identify User section to display address field information (action requested)
      Approve inclusion of selected address fields (Care Of, Street, City, Zip, Phone, Email, Home phone) in display of Identify User section in Workflows. Circulation Advisory was given access to the test server to see how it would look.
   b. Address and Extended Info Field consolidation – Committee recommendation [Exhibit B] (action requested)

   a. Items sent through ILL require a machine-readable barcode
   b. Packaging material is not billable as part of an ILL circulation

6. NCOA standard for patron records

7. SWAN Updates & Discussion
   a. Billing Notice wording [Exhibit D]-Completed
      Modify bill notice wording at bottom of bill
      Approve change in bill wording at bottom of individual bill from “TOTAL AMOUNT DUE” to “TOTAL AMOUNT DUE FOR THE ABOVE.”
   b. 3.5.3 Release in October
   c. Billing and Bill Reasons [Exhibit E]
   d. BLUEcloud Analytics Tracking Update
   e. Report Scheduling Review
      i. Combined Clean Hold Shelf Report, including update to include barcode
1. *Scaled back to older version due to issues. Working on a solution with SD*
   f. Consolidation of Overdue Notice Intervals [Exhibit F]

8. Agenda Building for Next Meeting

9. Open Forum and Library Updates