



# SWAN Circulation Group

## Agenda

Wednesday, May 20, 2020, 9:30 AM – 12:00 PM

Virtual Meeting

Hosts: Circulation Advisory, SWAN & Circulation Users Group

- I. Introductions
- II. Chicago Limits- Sam Dietel (SWAN)
- III. Billing Notice Wording- Helen Pinder (SWAN)
- IV. What are suggestions for segregating items that need to return to the home library? And should they be individually labeled? What considerations are libraries making until delivery resumes? (Victoria)
- V. Re-opening Procedures
  - a. <https://support.swanlibraries.net/documentation/71031>
- VI. Curbside
  - a. Evergreen Library example: <https://www.youtube.com/watch?v=AoDjfQSLazQ>
  - b. Curbside Communicator from Unique: <https://support.swanlibraries.net/news/2020-05/72009>
  - c. Do libraries plan on staggering/limiting the number of people picking up their holds per day during curbside service? -Jim Berg
  - d. Unsuspending holds/local holds processing
- VII. How libraries are planning on quarantining their returned items from book drops, i.e. what type of containers or bags do they envision putting them in - plastic garbage bags, paper bags, boxes, etc.? - Jim Berg
  - a. SWAN: <https://support.swanlibraries.net/news/2020-05/72597>
  - b. Rails Recommendations: <https://www.railslibraries.info/sites/default/files/Reopening%20May12%20MH2.pdf>
- VIII. Staff Personal Protective Equipment
  - a. <https://support.swanlibraries.net/documentation/71395>
- IX. SWAN staff preparedness trainings
  - a. <https://support.swanlibraries.net/documentation/71853>

X. Self Help-Juan Estrada

Next Meetings:

Circulation Users: June 17<sup>th</sup>

Circulation Advisory: July 15<sup>th</sup>