



SWAN Circulation Advisory Group Agenda

Wednesday, July 15th, 2020, 9:30 AM – 12:00 PM

Virtual Meeting

Chairs:

- Crystal Vela, Chair, SWAN
- Sam Dietel, co-chair, SWAN

- I. Introductions
- II. Clean hold shelf reports- Vickie & Crystal
- III. Bill Threshold
 - a. Consider raising your threshold especially if you are charging fines and are behind in checkins.
- IV. Notices & Billing Resuming-Vickie & Helen
- V. EBSCO Databases SWAN group purchase update- Robin
- VI. L2 Relaunch
 - a. All SWAN events through end of December have been moved to virtual spaces
 - b. GoToWebinar will handle registrations – be sure to register in advance for personal link to event and receive reminders
 - c. Library staff and directory information must be reviewed/updated by July 31st (we recommend by July 15th)
 - d. Request removal of erroneous/duplicate staff accounts if you are not able to update
 - e. If you have maintained learning logs, those must be saved as a print or PDF (My Events)
 - f. SWAN events will still be visible on the SWAN Support Site
- VII. Missing Patron Information-<https://support.swanlibraries.net/node/76116>
- VIII. Agenda Brainstorming