



SWAN Circulation User Group Agenda

Wednesday, February 17, 2021, 9:30 AM – 12:00 PM

Location

Register on L2 - <https://librarylearning.org/event/9111/register>

Chairs

- Peggy Tomzik, Chair, Eisenhower Public Library District
- Lucas McKeever, co-chair, Elmwood Park Public Library

- I. Welcome and Introductions
- II. Reminder from SWAN regarding checking for duplicate records before creating a new record in Workflows.
- III. SWAN Libraries and Cards for Kids Act.
 - a. What are libraries doing for this?
- IV. Library Lockers
 - a. Do you have library lockers? How are you using them and how do you like them?
 - b. RFID and how that relates to lockers
- V. RFID and your collection
 - a. Was anyone part of their library's RFID adoption process?
 - b. What are the costs (monetary, staff time, etc.)
 - c. Is this an "all collections or nothing?" Is anyone just tagging specific collections that have high rates of theft?
- VI. Collections Services
 - a. Are people returning to collections services?

- b. What sort of campaign or push for items to be returned are you considering before returning to this service?

VII. Collection Reports:

- a. Do you run collection reports for people in the library? If so:
 - I. What report server do you use? (BlueCloud Analytics, Collection HQ, etc.)
 - II. What are some of your go-to reports you use frequently.
 - III. What are things you track that you find the most helpful to yourself or your colleagues?

VIII. COVID-19 Precautions

- a. Quarantining Materials?
- b. Staffing models - keeping staff socially distanced
- c. What are managers doing to keep up staff morale?

IX. Lobby Displays

- a. What types of displays?
- b. Who is in charge of content?

IX. Next Meeting

Wednesday, April 21, 2021, 9:30 AM – 12:00 PM

Location [<https://www.gotomeet.me/SWANLibs/circulation-users>]

Register on L2 [<https://librarylearning.org/event/9124/register>]