



SWAN Circulation Advisory Group Agenda

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

Location <https://www.gotomeet.me/SWANLibs/circulation-advisory>

Register on L2 - <https://librarylearning.org/event/2021-03-17/swan-circulation-advisory>

Chairs

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

- I. Welcome and introductions
- II. Checkin on new portal
- III. Item type Consolidation- continuing the process
 - a. Item Cat5
- IV. Training
 - a. Show & Tell
 - i. Circulation Basics class
 - b. Scenarios- real life at the circ desk
 - c. Curriculum building short 15-20 minute classes
- V. Book Discussion-extending Due Dates
 - a. <https://support.swanlibraries.net/documentation/66652>
- VI. Review messaging
 - a. SVA Notices
 - i. Call Scripts
<https://support.swanlibraries.net/documentation/64826>
- VII. Patron management
 - a. Review of IGA

- i. <https://support.swanlibraries.net/documentation/74798>
- VIII. Advisory Group Questions/Comments
- IX. Next Meeting
 - Wednesday, July 21, 2021, 9:30 AM – 12:00 PM
 - Location [<https://www.gotomeet.me/SWANLibs/circulation-advisory>]
 - Register on L2
 - i. <https://librarylearning.org/event/2021-07-21/swan-circulation-advisory>