



SWAN Circulation User Group Agenda

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/2021-04-21/swan-circulation-users>]

Chairs

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

I. Welcome and Introductions

II. Book Discussion Materials - extending Due Dates.

A. <https://support.swanlibraries.net/documentation/66652>

III. SWAN - Lost Card User Cleanup Project

IV. SWAN - Patron Purge

V. Quarantine

A. Now that RAILS is eliminating a requirement for quarantine, what are people planning to do internally?

VI. Receipt Printers/Barcode Scanners

A. Liz from Chicago Ridge Library asked on the SWAN Forums what hardware libraries are using for sticky receipt printers as well as barcode scanners that can read info from cell phones. More specifically:

- i) Do you use the SWAN recommended equipment?
- ii) If not, what model are you using and do you like it/recommend it?
- iii) What vendor do you purchase sticky paper through?

VII. Fine-Free

- A. With SWAN moving away from the Fine-Free-For-Now setup as of September 1st, what are people's plans for that transition? Are any libraries that had fines before moving towards becoming fine-free indefinitely?

VIII. Jane Young from Oak Forest PL would like to hear from libraries who have eliminated using a collection agency. For libraries who are no longer using a collection agency, what processes do you have in place to follow up with patrons who do not return their materials?

- A. What reports do you run to track patrons who need further follow up?
- B. How do you handle the recovery of materials and the payment of bills?
- C. Do you send further correspondence through the mail?

IX. Rebecca Bartlett from LaGrange PL asked on the SWAN Community Forums how Circulation Departments arrange their hold shelves. She would like to hear if libraries are using methods that do not utilize restick paper. Any suggestions?

X. Next Meeting

- A. Wednesday, June 16, 2021, 9:30 AM – 12:00 PM

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