



Aspen Cohort 2 Kickoff

Monday, January 10, 2022, 10:00 AM – 11:00 AM

Register on L2 - <https://librarylearning.org/event/2022-01-10/swan-aspen-kickoff-meeting>

- I. Welcome and introductions
- II. Aspen resources
 - a. [SWAN support site documentation](#)
 - b. [SWAN training recordings](#)
- III. Aspen administration logins and roles
 - a. Logins are available to directors on the support site
 - b. How to log into Aspen Administration
 - c. Assigning roles and permissions
- IV. Trainings
 - a. All staff should view the [Aspen All-Staff trainings](#) (4 in total)
 - b. Staff with administration roles should [save the dates for administration trainings](#)
 - c. Staff with administration roles should [complete the all-staff trainings by January 31st](#)
- V. Reporting issues
 - a. Enhancement requests for Aspen are on the support site
 - b. Put in a ticket for all other issues
 - c. Use the SWAN Community Forums for general questions
- VI. Go-live
 - a. You can pick your “grand opening” date
 - b. Soft launch is March 8th
- VII. Configuration options
 - a. PayPal/fines payment

- b. Purchase suggestions
 - c. Kanopy and/or Flipster
 - d. Open Archives
 - e. What's already integrated
 - f. Placards
 - g. [Complete configuration form by January 31st](#)
- VIII. Additional considerations
- a. Placeholder call numbers for on-order items
 - i. If your library does not create an item at the time of ordering, it will not appear in Aspen.
 - b. Pickup anywhere
 - i. We recommend all public libraries participate in pickup anywhere.
 - c. Catalog link audit
 - i. Make a list of everywhere you have included a link to your catalog.
 - d. Marketing materials and language
 - i. Use "classic catalog" and "new catalog".
 - ii. Aspen marketing materials
- IX. Your to-dos
- a. "Lite" version
 - b. "Deluxe" version
- X. Questions