SWAN Circulation User Group Agenda

Wednesday, February 16, 2022, 9:30 AM – 11:30PM

Location: https://www.gotomeet.me/SWANLibs/circulation-users

Register on L2 - https://librarylearning.org/event/12676/register

Chairs

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

  I. Welcome and Introductions

 II. SWAN Update:

      a. Learning Management System Demo-Crystal

      b. NCOA-Vickie

III. Imported A/V materials

      a. Some A/V materials are only available in other countries. Purchasing these for the collection can sometimes mean that barriers such as regional security codes prevent patrons from utilizing these resources.

      b. For more information on this topic, please see the following documentation: https://support.swanlibraries.net/documentation/89579

      c. Does anyone have any experience with this, thoughts, or concerns?

IV. Patron Records - Preferred Pronouns

      a. What are thoughts on having these on a patron's record? If so, what would be best? Put it in a note field? Try and customize the

gender field (not sure if it is possible, but SWAN could investigate if this is of interest)

V. Proof of Residency verification
   a. What are new ways that people are using to verify residency?
   b. Are there any ways you used to use but have been removed due to the ease of modifying addresses without proof online (i.e. bank accounts)

VI. Limited Use patron type - SWAN profile
   a. SWAN created a system-wide LIMITEDUSE patron profile. More info can be found here: https://support.swanlibraries.net/news/2021-03/85500
   b. Does anyone use this? If so, who do you allow to use this?
   c. Does anyone have their own parameters set up with a local limited use patron profile?

VII. Items Damaged vs. Unusable discussion
   a. When do you say something is unusable?
   b. Do you ever let the patron decide?
   c. Have you had issues with circulating damaged but usable materials?

VIII. Circulation Rules for teachers/schools
   a. Rules seem to vary from default loan rules, 90 day checkouts, to due dates of never. What do you do? Should this be more standardized?
   b. Should much longer due dates (90 days - Never) be reserved for the home library's items? (Is that even possible to program into workflows Crystal/Sam?)

IX. Updated mask mandate:
   a. As the state's mask mandate is lifted, what are your libraries planning for requiring, suggesting, or providing masks to the public?
   b. What about internally for staff?

X. Next Meeting:
   Wednesday, April 20, 2022 9:30-11:30

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