



SWAN Circulation User Group Agenda

Wednesday, October 18, 2023, 9:30 AM – 11:00 PM

Location: <https://swanlibraries-net.zoom.us/j/85911934445?pwd=Q1l3dGJvbllYZ0dKWmEwQ0o3VStdz09>

Register on L2:

<https://librarylearning.org/event/2023-10-18/swan-circulation-users>

Co-Chairs:

- Peggy Tomzik, Chair, Eisenhower Public Library District
- Victoria Muraiti, River Forest Public Library

- I. Welcome and Introductions
- II. SWAN Best Practices for Onboarding and Offboarding Staff – Scott Brandwein
- III. Auto-Renewals and Courtesy Notices –Scott Brandwein
- IV. New course available on the Online Learning Management System – Crystal Vela
- V. SWAN Circulation Advisory Election – Crystal Vela
- VI. Taping notes to direct loan items and leaving confidential patron information on direct loan materials.
- VII. Reminder regarding varying renewal loan rules at member libraries.
- VIII. Limited Use Cards for patrons experiencing housing insecurity.
- IX. Around the Zoom Meeting.