



SWAN Circulation User Group Agenda

Wednesday, April 17, 2024 9:30 AM – 11:00 AM

Register on Zoom: <https://swanlibraries-net.zoom.us/meeting/register/tZctceGgpz0oHtSu2wMsXKd4KOxYwBoUQnpi#>

Co-Chairs:

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

- I. Welcome and Introductions
- II. Billing patrons at libraries outside of SWAN – Helen Pinder
- III. What are some of the creative ways that libraries are encouraging patrons to apply for library cards?
- IV. Reminder to use the RB/ILL Unusable patron when an item should be returned to the owning library vs. sending a damaged on to another library to fill a hold.
- V. How do Circulation Departments schedule their weekend shifts? How many people are routinely scheduled on a Saturday or Sunday? Are they the same people every week or do they rotate?
- VI. Creating On the Fly item records? Who does this in the library? What happens to the item when it is returned?
- VII. Unique Bankruptcy Resource

- I. https://uniquelibrary.com/cs-pro-tip-understanding-bankruptcy-reports/?utm_source=newsletter&utm_medium=email&utm_campaign=%22apr24%22

VIII. Around the Zoom meeting.

IX. Next meeting: Wednesday, June 26 2024, 9:30 am