SWAN Circulation Advisory

Minutes
January 18, 2017

**Committee members present**: Sandra Leyva (AMS), Cheryl Pawlak (DGS), Peggy Tomzik (ESS), Jessica Nawrocki (FRS), Debbie Sheehan (INS), Roberta Richter (LPS), Cindy Maiello-Gluecklich (MPS), Sandy Frank (TFS), Brittany Smith (WMS), and Julie Lombardo (WRS)

**SWAN staff present**: Kate Boyle, Crystal Vela, Helen Pinter, Samantha Dietel, and Vickie Totton

**Visitors presen**t: Jane Young (ADS), Linda Dupree (BWS), Jose Hernandez (BYS), Norma Rubio (CTS), Debbie Weishaar CTS), Mary Moss (EPS), Iren Emanuel (FPD), Martha Kennedy (HDS) Alicia Jackson (HKS), Diane Gallagher (HWS), Felipe Altamirano (MWS), Nathan Hare (OLS), Karen Skocik (PHS), Victoria Muraiti (RFS), Lance Anderson (RGS), Sharon Shroyer (RSS), Elizabeth De Jong (SHS), Bridgette O’Halloran (STS), Fran Heinemann (TPS), Mary Ann Pyrzynski (TPS), and Pat Sinacore (WCS).

**Discussion Items**

**Items Received Damaged**: After a lengthy discussion regarding Best Practices for damaged items it was decided to re-convene the sub-committee to prepare a more comprehensive document for committee revue at the next Circulation Advisory meeting.

**SWAN Circulation Policy**: The committee went through the current Circulation Policy. Suggestions for additions and clarifications were made and will be presented to the SWAN Board for approval. The committee will discuss Best Practices at the next meeting.

**Clean Hold Shelf**: After discussion it was agreed the Set Items In Transit box remains checked for all Clean Hold Shelves Reports but you need to follow up on items that appear on your report but not on your Hold Shelf. A majority of these items tend to make it home to the patron they were on hold for but not all of them. It was suggested we use a “Not on Holdshlelf” patron to check out anything not accounted for to free up any holds that may have been trapped when the item is put in transit for the next patron.

**MISSING user**: The system wide Missing User has 390 items checked out to it. Some of the items were migrated missing status but it seems libraries are using this user instead of their own MISSINGXXX users. Consensus was to send a reminder not to use the system wide user.

**Automatic reshuffling of fields in a patron record**:SWAN staff asked members to send screenshots of records that have address tab fields “shuffled” after saving the record. They will use the screenshots to provide examples to SirsiDynix for troubleshooting.

**Automatic renewals**: Oak Lawn continues to test this new feature. Nathan reported the response from patrons has been very positive and has cut down on patrons saying “Oh, I thought I renewed that item” when they have overdue items. If an item misses getting checked in when it is returns it will continue to be renewed when it is on the shelf. Nathan is also finding the report is renewing his OCLC items. SWAN staff will follow up with him about the I Type used when using the Create Brief Title wizard.

When the topic of Automatic Renewals was mentioned at the December Circulation Users Group it was suggested the feature be turned on system-wide. Debbie raised some concerns Indian Prairie has regarding turning it on system-wide.

The committee was asked to vote on the following:

Should the committee recommend the feature be turned on system-wide? Yes: Leyva, Pawlak, Tomzik, Nawrocki, Richter, Maiello-Gluecklich, Frank, Smith, and Lombardo. No: Sheehan.

Should the committee recommend the feature be turned on as an “opt-out” basis? All members voted no.

Should the committee recommend the feature be turned on as an “opt-in” basis? Yes: Sheehan. No: Leyva, Pawlak, Tomzik, Nawrocki, Richter, Maiello-Gluecklich, Frank, Smith, and Lombardo.

**Updates**

**Annual Patron Purge**: The purge is proceeding and reports should be sent to requesting libraries by the end of the week.

**BLUEcloud Analytics**: Basic BCA classes continue to be held on Wednesday mornings at the Burr Ridge RAILS headquarters. SWAN staff if preparing an advanced class and ask the membership to submit topics they would like to see covered in the advanced class.

**Expiration Dates of NEVER Survey**: The survey questions have been compiled and the survey will be out soon.

**In-Transit Report**: SWAN will continue to send out the In-Transit for 30 days report monthly. There is an open case with SirsiDynix to investigate why some items that should be picked up by the report are not included.

**MAGIC and LINC**: SWAN staff are beginning to meet with MAGIC and LINC staff to compose a game plan for the migration of the libraries into SWAN.

**SWANNING**

OLS is starting a remodel project.

BYS will be moving to a 3 week loan length for all material/

CTS will be moving to a 3 week loan for all books and 2 week loan for DVDs.

RSS has moved all the adult material to one floor.

MPS Adult Room is still closed, should open at the end of the month.

INS asked about the SirsiDynix BLUEcloud Circulation Webinar and whether SWAN feels it is something that will be coming to the membership soon. SWAN staff attended the webinar and submitted questions that have not been answered yet. It seems there is not yet enough functionality in the product to make it consortia ready.

WMS is wrapping up the first phase in their construction project; they are waiting for inspection.

DGS has hired a new Head of Circulation, she comes from St. Charles.

LPS has started using their RFID and self-checks. It seems to be going well so far; they now have 2 workstations at the circulation desk. LPS, LGS, and TFS are in talks to use the same loan rules for material. LPS board has approved it, now waiting for LPS and TFS boards to vote on it.