



To: SWAN Member Libraries
From: Kate Boyle, SWAN Member Services
Subject: Maywood PLD Temporary closing
Date: October 28, 2013

SWAN was notified over the weekend that the Maywood Public Library District has temporarily closed due to lack of funding and will reopen when funding is secured. This memo is to advise you as to the actions taken by SWAN and how you can help at your library in providing service to Maywood PLD patrons.

In the SWAN WebPAC:

- Maywood (MWS) patrons have been blocked from placing any holds.
- Maywood (MWS) items in the WebPAC now display a message “item is temporarily unavailable”.
- All holds for MWS patrons have been temporarily suspended.

In MilCirc:

- All MWS items are now non-circulating and not available for loan (do not over-ride in MilCirc).
- If you trap a hold for pickup at Maywood, do not fulfill the hold. Please send an email to help@swanlibraries.net and include in the email the barcode of the item that trapped the hold. SWAN staff will then cancel these holds.

Maywood patrons at your library:

- Please honor valid MWS patron cards as reciprocal borrowers.
- Until notified by SWAN or Maywood PLD do not renew any MWS patron cards.
- Until we have more information from Maywood PLD, do not issue patron cards to MWS residents.

Delivery:

- RAILS Delivery is still delivering MWS items to the Maywood PLD. Please route MWS materials home as usual.
- SWAN Member Services is attempting to intercept any non-MWS materials currently in the process of being delivered to MWS patrons as ILL materials. These holds will be canceled and the items either sent home or sent on to the next requesting library.

As more information becomes available regarding Maywood we will notify our members. If you should have any questions, don't hesitate to call SWAN Member Services at 630-734-5153.