



To: SWAN Member Libraries
From: Kate Boyle, SWAN Member Services
Subject: Maywood PLD Temporary Closing Update Memo #2
Date: November 6, 2013

As advised previously, Maywood Public Library District has temporarily closed due to lack of funding and will reopen when funding is secured. After discussion with Stan Huntington, Director of Maywood Public Library District, we have a few updates to share with SWAN member library staff.

Updates

- Maywood PLD patron cards may be renewed for an additional 90 days (from the date of renewal), if the patron card is in good standing and has expired in the last 90 days.
- If it is your library policy to place holds for a SWAN reciprocal borrower with a pickup of your library, Maywood PLD adheres to the SWAN Circulation Policy and agrees to pay for any delinquent ILL materials (direct loans). As stated in the SWAN Circulation Policy (Sec. 7. a.), "The SWAN patron's home library is responsible for ALL patron delinquencies for SWAN materials, regardless of where the transaction took place. When all libraries involved in an ILL transaction are SWAN libraries, the patron's home library is responsible for all costs."
- Per Maywood PLD request, the SWAN Patron Block table was changed temporarily to allow Maywood PLD patrons a maximum number of five items checked out at any time.
- ILL items on the hold shelf at Maywood PLD at the time of their closing should have been processed.
- If you should discover an OCLC/ILL returned item containing MWS (OCLC symbol BXI) paperwork in your bookdrop, please route the materials back to Kate Boyle, XBR.

As a reminder, SWAN Member Services announced the following information in our Oct. 28th memo.

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 with a pickup of MWS 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.