Agenda
CCS Acquisitions Technical Group
Zoom meeting
Wednesday, September 16, 2020
9:30 am

Join Zoom Meeting
https://us02web.zoom.us/j/83609423270?pwd=eFNiNWFrTmMyK1haaGRudTVrWm5iQT09

Meeting ID: 836 0942 3270; Passcode: 722911; Dial-in +1 312 626 6799 US (Chicago)

1. **Call to order**

2. **Introductions**   5 min

3. **Additions to the agenda**   5 min

4. **Approval of minutes from last meeting**   5 min

5. **Election of 2020-21 Officers**   5 min
   Vice-Chair/Chair-Elect: Victoria Luz (Niles)
   Secretary: Brenda Gornick (Ela)

6. **CCS staff reports**
   a. Rachel   10 min
      i. New acquisitions manual for 6.5
      ii. Reminders about on-order records and 970 fields
   b. Debra   10 min
      i. Palatine/Grayslake migration update
      ii. eLearning courses
      iii. Website redesign

7. **Business**
   a. Credits – demonstration, discussion
      i. Demonstration of applying credits in Polaris (Rachel)   10 min
      ii. Discussion (Kelly, Indian Trails)   10 min
         a. How do other libraries handle a credit you've received from a vendor?
         b. What do you do when it isn't associated with a single item/line item?
         c. What do you do when it encompasses multiple purchase orders/invoices?
   b. Delay Holds X-Days Past First Available Date – discussion (Jo, Huntley)   10 min
      Is anyone using the delay holds feature? If so how long are you delaying the holds for, and on what type of items?
   c. Quarantine of new materials – discussion (Stephanie, Winnetka-Northfield)   10 min
      How long are you quarantining materials received from vendors? Are you treating new materials differently than items in circulation to patrons?

8. **Announcements**   5 min

9. **Adjournment**

Next Meeting: December 9, 2020, Zoom meeting
All matters on the agenda may be discussed, amended and acted upon