**Agenda**

**CCS Circulation Technical Group**

**Virtual ZOOM Meeting**

**October 8, 2021**

**9:30a – 11:30a**

1. **Call to order 2** min
2. **Approval of minutes from July 9, 2021** 5 min
3. **Additions to the agenda** 2 min
4. **Officer reports** 2 min
   1. Chair
   2. Vice Chair
   3. Secretary
5. **CCS staff reports**
   1. Updates from Mieko 5 min
6. **Old Business - None**
7. **New Business** 
   1. Approval of new segment for the Circulation Manual: 10 min

“Users with Multiple Library Cards” (ACTION)

* 1. Approval of recommended claims returned workflow: 10 min

If unresolved, an active claim should remain on the patron’s record for

minimum of one month and maximum of one year before the owning

library removes the item. (ACTION)

* 1. WLK Do you allow your staff cards to be used outside of your library? 10 min

(Kim / Wilmette)

1. **Adjournment**

**Next Meeting**

**January 14, 2022**

**Virtual ZOOM Meeting**

All matters on the agenda may be discussed, amended, and acted upon