**Agenda**

**CCS Circulation Technical Group**

**In Person-CCS OFFICE**

**100 Tri-State International Drive, Suite 122, Lincolnshire, IL 60069**

**Friday, October 13, 2023**

**9:30am-11:30am**

1. **Call to order** 5 min
2. **Approval of minutes from last meeting** 5 min
3. **Additions to the agenda** 5 min
4. **Officer reports** 5 min
   1. Chair
   2. Vice Chair
   3. Secretary
5. **CCS staff reports**
   1. Updates from M. Fujiura-Landers
   2. Updates from D. Wischmeyer
6. **Old Business -**None
7. **New Business** 
   1. PickList Processing Web Report - Do staff use the Holds Added and Holds Processed tabs? M. Fujiura-Landers/CCS (DISCUSSION) 5 min
   2. Manual Item Recovery Guidelines - M. Fujiura-Landers/CCS (PRESENTATION) 10 min
   3. Recommendation to enable patron record Single Name Only setting in Polaris

M. Fujiura-Landers/CCS (DISCUSSION with ACTION) 15 min

* 1. Recommendation to enable MessageBee automated non-blocking note for text notice bounces - M. Fujiura-Landers/CCS (DISCUSSION with ACTION) 15 min
  2. Changing an item’s circ status from check in – M. Fujiura-Landers/CCS (DEMO) 5 min
  3. RFID Libraries using tape on non-RFID materials – A. Thomas/PHK (DISCUSSION) 5 min

1. **Library Showcase:**
   1. Zion-Benton Grand Re-opening of Adult Services – P. Pavelski/ZIK
2. **Adjournment**

**Next Meeting**

**Friday, January 12, 2024**

**Live via Zoom**

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