**Agenda**

**CCS Circulation Technical Group**

**Virtual ZOOM Meeting**

**January 14, 2022**

**9:30a – 11:30a**

1. **Call to order**  2 min
2. **Approval of minutes from October 8, 2021.**  2 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. Printing list of checked out items - DEMO (Mieko) 10 min
   2. Notice Updates (Debra) 10 min
   3. Claimed items workflow - Updates (Mieko) 10 min
6. **Old Business - None**
7. **New Business** 
   1. Unclaimed Holds 10 min

Belonging to other libraries that have become missing, lost, or stolen

from the hold shelf. Can we clarify responsibility and the steps to resolution?

(Paula / Zion-Benton)

* 1. Cards for Kids Act procedure 10 min

Interested to know if any libraries are using a form of some kind?

(Karen / Glenview)

* 1. New Managers / Staff introduce themselves to the group 5 min

1. **Adjournment**

**Next Meeting**

**April 8, 2022**

**Virtual ZOOM Meeting**

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