



# SWAN Acquisitions and Cataloging Networking Group Agenda

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Thursday, May 7, 2026 10:00 AM – Noon

Location: Warrenville Public Library District

28W751 Stafford Pl, Warrenville, IL 60555

Register on L2 – <https://librarylearning.org/event/2026-05-07/swan-acquisitions-and-cataloging-networking-group>

In person meeting – Hosted by MaryKellie Marquez at the Warrenville Public Library District

## Chairs:

- Susana Leyva, co-chair, Downers Grove Public Library
- MaryKellie Marquez, co-chair, Warrenville Public Library District

- I. Welcome and introductions
- II. Going green –
  - a. Packing slips are no longer included with Ingram – do you print them? If not, what do you do?
  - b. Receiving materials – DGS uses business card sized cards with title information – printed at time of ordering. What do other libraries do?
- III. SWAN Expo – Anyone interested in presenting?
  - a. SWAN Expo takes place on August 21<sup>st</sup> at NIU Naperville
- IV. Amazon Acquisitions Demo – Rebecca Bartlett (La Grange Public Library)
- V. Libraria update to IP address
- VI. Duplicate bib entries in Load Bibs with Order Info report
- VII. Bib Order Import file naming conventions and retention
- VIII. Catalog Working Group recap
- IX. Next Meeting  
Thursday, September 10, 2026, 9:30 AM – 11:30 AM (Zoom) - Register on L2 -  
<https://librarylearning.org/event/2026-09-10/swan-acquisitions-and-cataloging-networking-group>