



SWAN Acquisitions and Cataloging Networking Group

September 10, 2026

Acquisitions User Experience

- Tracking Open Orders

- How do library staff keep track of open orders from different vendors for physical items (books and A/V)?
- What do library staff do if an item is on-order but the publication date is delayed far into the future?

- How do library staff handle credit memos in Acquisitions?
- How do library staff handle orders for cancelled titles?
 - Delete the order? Use the 'Add a Cancellation' gadget?

Acquisitions and Cataloging Stats

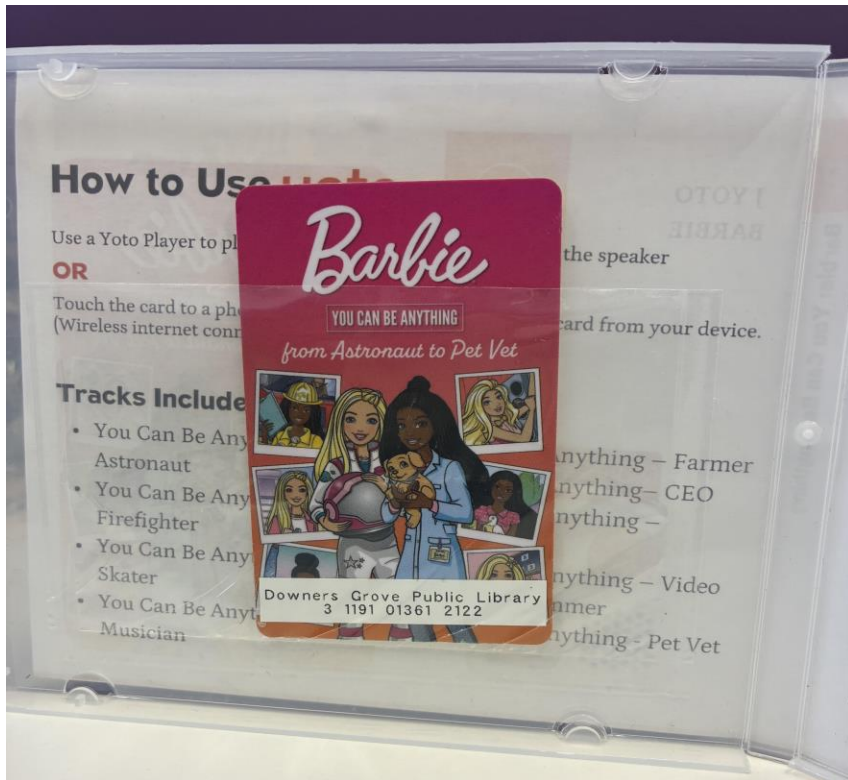
- What stats are department manager/supervisor including on their monthly department report for the Library Board or Library Administration?

Who is using SWAN to auto de-new their collections?

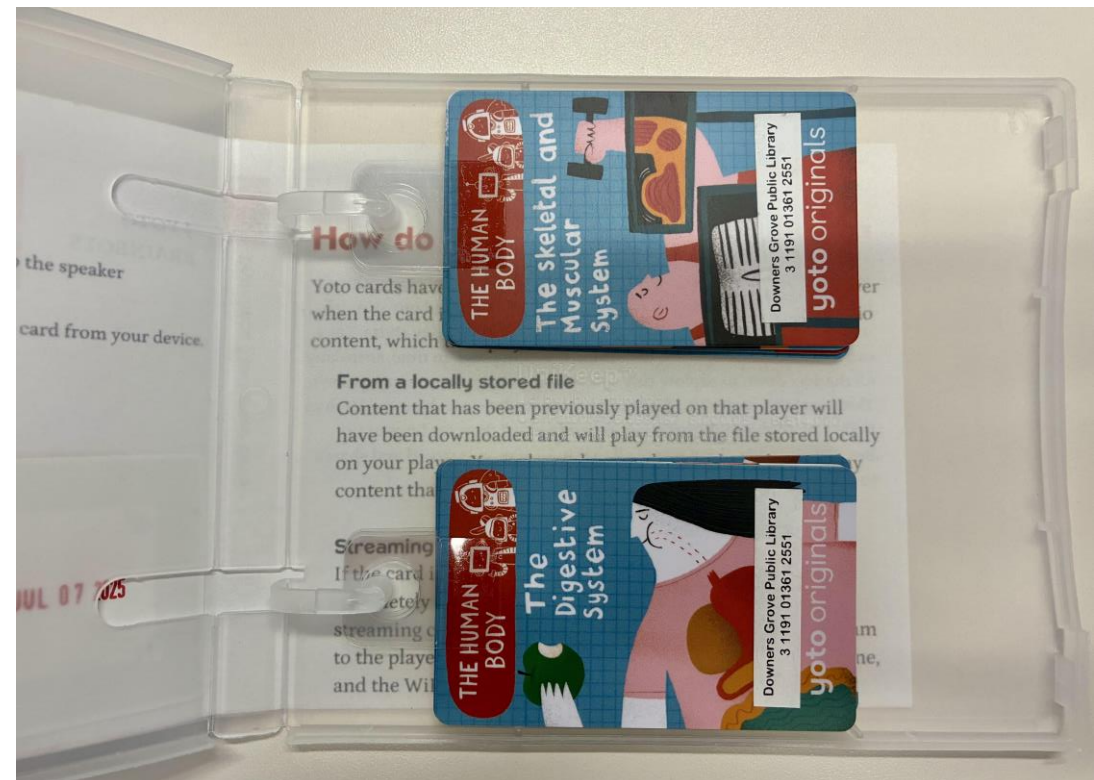
Processing Yoto Packs

- How are libraries processing Yoto packs that contain 6+ cards?

Single music cd case



Audiobook case – media vault



Book and A/V Repair Slip

Examples from Warrenville Public Library District

These slips go in DVDs and audiobooks.

Problem with a disc?

Check all that apply:

Wouldn't load ☐ Skipped ☐ Stopped ☐

Where: Beginning ☐ Middle ☐ End ☐

If multiple, which disc was bad? _____

Notes: _____

You will not be charged for the repair or replacement of items missing or damaged prior to your use.

Warrenville Public Library District
warrenville.com • 630/393-1171

These slips go in board games.

Missing/Damaged Report

Description:

Please separate damaged item(s), if possible. You will not be charged for the repair or replacement of items missing or damaged prior to your use.

Warrenville Public Library District

Examples from Tinley Park PL

Checkout to REPAIRTPS

Name: _____

Date: _____

Give to: **Adult Services** **Tech Services**

- ☐ Barcode missing / unreadable
- ☐ Catalog/Brief title created
- ☐ Cracked disc (disc # _____)
- ☐ Damaged:
 - markings ▪ spine broken
 - stained ▪ torn ▪ water
- ☐ Damaged book jacket cover
- ☐ Disc won't play
- ☐ Faded labels (spine & donut)
- ☐ Item not on file
- ☐ Loose pages
- ☐ Lost case
- ☐ Missing booklet
- ☐ Missing disc # _____
- ☐ Missing label _____
- ☐ Missing page(s) # _____
- ☐ Now Playing change
- ☐ Other _____

Adult Services Staff Only

Discard Yes _____ No _____

Re-enter Yes _____ No _____

Repair Yes _____ No _____

Name _____ Date _____

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## Give directly to Tech Services

- ☐ Damaged magazine
- ☐ Item info in SWAN incorrect
- ☐ Other \_\_\_\_\_

3/20/2024

## Checkout to REPAIRTPS

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Give to:      **Youth Services**      **Tech Services**

- ☐ Cracked disc (disc # \_\_\_\_\_ )
- ☐ Damaged:
  - markings ▪ spine broken
  - stained ▪ torn ▪ water
- ☐ Home location = Display
- ☐ Loose pages
- ☐ Missing disc # \_\_\_\_\_
- ☐ Missing page(s) # \_\_\_\_\_
- ☐ Now Playing change
- ☐ Other \_\_\_\_\_

## Youth Services Staff Only

Discard    Yes \_\_\_\_\_ No \_\_\_\_\_

Keep    Yes \_\_\_\_\_ No \_\_\_\_\_

Re-enter    Yes \_\_\_\_\_ No \_\_\_\_\_

Repair    Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

~~~~~

Give directly to Tech Services

- ☐ Barcode missing/unreadable
- ☐ Catalog/Brief title created
- ☐ Damaged magazine
- ☐ Disc won't play
- ☐ Item info in SWAN incorrect
- ☐ Item not on file
- ☐ Lost case
- ☐ Missing booklet
- ☐ New Cover
- ☐ New donut label
- ☐ Other _____

Examples from Hinsdale PL

Checked out to REPAIRHDS for QUICK FIX SHELF:

- ☐ New case
- ☐ Water/stains/ink
- ☐ Needs cleaned/buffed (printed slip)
- ☐ Missing lanyard/battery cover/small part
- ☐ Faded/missing/wrong label/barcode

Checked out to REPAIRHDS for SLOW FIX SHELF:

- ☐ Binding (front, back, or middle?)
- ☐ Torn pages
- ☐ Scratched disc/deep buff (hand-written note)

For DISCARD SHELF:

- ☐ Cracked disc
- ☐ Pages missing/Binding DEAD
- ☐ Ew, gross

For PATRON SERVICES:

- ☐ New, damaged
- ☐ Missing disc/cartridge/Playaway
- ☐ Damaged, not ours
- ☐ Not in system

Date: _____ Initials: _____

New Acquisitions Course in SWAN Online Learning

Learn: Receiving and Invoicing Symphony Acquisitions Orders

Self-Paced Interactive Training 60 minutes [Acquisitions](#)

Last Updated: August 18, 2026

Presenters

Samantha Dietel, *Bibliographic Services Consultant*

This course teaches library staff all about the receiving and invoicing process in Symphony Acquisitions. Learn how to receive materials on-order and create item records either by updating existing records or creating new ones. You will also learn how to create invoices manually or use EDI invoicing to import invoices directly from your vendor. This course will also cover displaying invoices, paying invoices, reversing payment, and how to link invoice lines to titles or funds.

You will need to register for an account on [SWAN Online Learning](#) before enrolling in this course.

TS403: Receiving and Invoicing Symphony Acquisitions Orders

[Enroll today!](#)



September 29, 2026

SWAN Library Services

Update to Load Bibs with Order Info Report

Current match points:

- 020
- 024
- 028
- 022

New match point:

- 001 – Control Number

Call for pre-cat library representative for Cataloging Working Group

Symphony Nightly Maintenance Window

Daily Reports Documentation on the SWAN
website
https://swanlibraries.net/documentation/64735?check_logged_in=1

Nightly Maintenance Window
11:00 PM – 3:00 AM

Deadline to adjust library
scheduled report run time is
October 1, 2026

May 13, 2027, Meeting – Call for hosting volunteer

Hosting library should have enough parking and a large meeting room

89x Local Series Pages in Aspen

Local Series Headings

896 – personal name

897 – corporate name

898 – meeting name

899 – uniform title

- Can be used as an alternative to 690 fields
 - Protected field – will not be deleted if bib record is overlayed
- Creates a series page for your special collections
 - Example: [Addison Public Library](#)
- Please submit a ticket if you would like assistance in testing this out or for making batch edits

2027 Weeklies

Weeklies evaluation

- Weeklies records are meant to avoid one bib record from having too many item records
 - As titles change publication frequencies and fewer libraries subscribe, fewer weeklies records are needed
- Criteria chosen this year for a title to not be treated as a weekly
 - Fewer than 1,250 items expected per year
 - Number of libraries on record times the number of issues published per year
 - Fewer than 1,500 items in that titles previous three years worth of weekly records combined
 - 2026, 2025, and 2024 totals combined

Weeklies results

- 2027 Weeklies list – 4 titles will remain
 - The Economist
 - The New Yorker
 - People
 - Time
- SWAN cleanup of other titles from the 2026 Weeklies list
 - All yearly bibs merged into one serial record without year
 - This record will overlay the current 2026 year record – so you should not have to change your Serial Control if you use one

MARC Holdings for Serials

MARC Holdings in WorkFlows

- This can be set up in your Serial Control record
 - You can choose whether it updates with each new issue or contains a statement like "Library keeps current year only"
- SWAN does not currently recommend you use this
 - Currently does not display in Aspen
 - The MARC Holdings are not removed when a serial control is removed
 - Cleanup of outdated holdings data would have to be completed by each library manually – it cannot be performed in batch

MARC Holdings in Aspen

- When looking into this functionality, it was shared that another consortium that uses WorkFlows as their ILS and Aspen as their OPAC is currently displaying these statements to the public
 - <https://search.sanduskylib.org/Record/a3800223>
- With the RFP process underway, and the possibility of moving to a new ILS, we want to delay moving forward on a project like this
 - Cleanup will be a heavy lift for member libraries and SWAN staff
 - Uncertainty in what our ILS will be in a couple years may make work on this moot depending on functionality

Call for Pilot libraries on “Report an Issue” button in Aspen

Yellow "Report an Issue" Button

Located in search results, individual record group pages, and series pages

[Catalog Home](#) » [Catalog Search](#) » Showing 1 - 8 of 8 Results

 Books  Audio Books  Movies

[All Libraries](#) [Available Now](#)

Sort by: Best Match [Search Tools](#)



★★★★★

1) Fuze

Publisher [Sony Pictures Home Entertainment](#)
Earliest Publication Date [2026]
Language English

[DVD](#) [On Shelf](#) [Place Hold](#)
[Show Edition](#) [Where is it?](#)

When a massive bomb discovery forces a citywide evacuation, bomb disposal commander Will Tranter races to prevent catastrophe. Above ground, criminal mastermind Karalis exploits the lockdown for a precision bank heist, pushing police chief Zuzana into a three-way war hurtling toward an explosive showdown.

[More Info](#) [Add to List](#) [Group With](#)



★★★★★

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Form to fill out

Some fields auto-populate based on the page where you clicked the button. Submission confirmation below.

[Catalog Home](#) » [Home](#) » [Report an issue with a record or grouped work Submission](#) » [Edit](#)

Report an issue with a record or grouped work

Edit

Thank you. Your issue has been reported to the SWAN ticketing system. You will not receive a response unless we need clarification or additional information. Please allow at least one week for changes requested to appear in the catalog.

Report an issue with a record or grouped work

Library staff can use this form to report issues with a record or grouped work to SWAN. You will receive a response only if we need clarification or additional information. Thank you for your help maintaining our catalog!

If you are experiencing downtime or any other issues, please open a ticket with help@swanlibraries.net.

Title or search term

fuze

Series

N/A

Additional Series

N/A

URL ? Required

<https://aspentest.swanlibraries.net/Union/Search?view=list&lookfor=fuze&searchIndex=Keyword&searchSol>

There is an issue with... Required

Grouping

Describe the issue Required

Email address ? Required

Submit

Plan for testing

- Start testing with a couple libraries in October
 - Participants will use this method for sharing Aspen change requests as possible
 - Button functionality will be tied to a specific permission level of Aspen login
 - Multiple people across the volunteer libraries can participate
- Tentative go-live in early 2027

Cataloging Working Group Update

Notes found on the SWAN website : <https://swanlibraries.net/meetings>

Next Meeting TBA – See you in 2027!!!

Acquisitions and Cataloging Networking Co-chairs

Susana Leyva- Downers Grove Public Library

sleyva@dglibrary.org

Access Services Manager

MaryKellie Marquez- Warrenville Public Library District

marykellie@warrenville.com

Acquisitions and Cataloging Manager

Next meeting is in 2027.
Stay tuned!

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