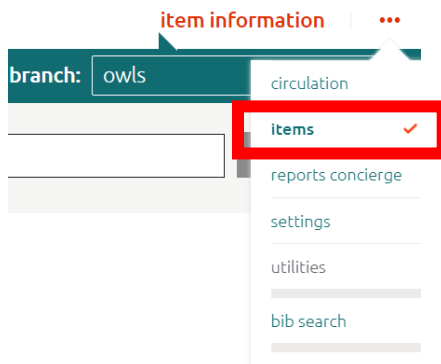
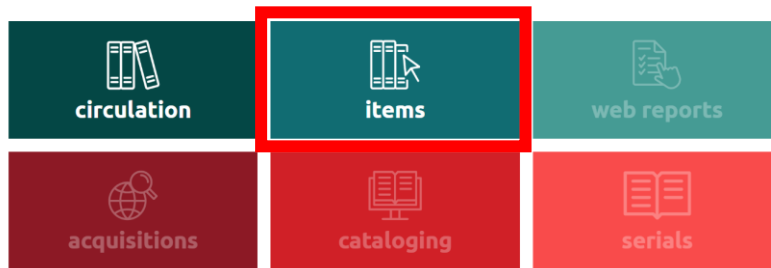


## Adding and Removing Notes to Items in CARL Connect

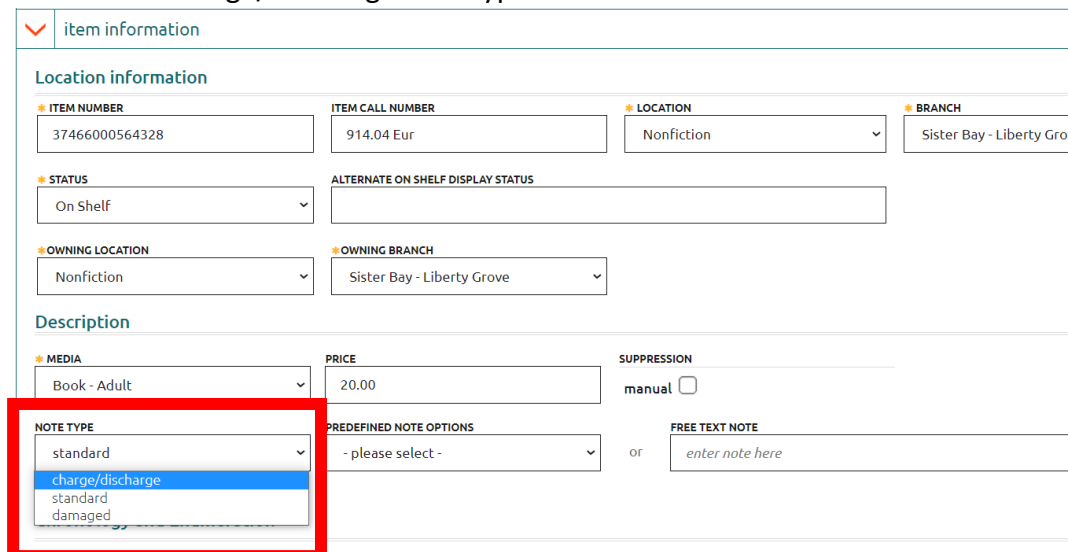
Staff can add a note to an item to indicate damage, how many pieces/parts, short loan stickers, etc. The below instructions will show how to add a note as well as removing the note.

### Adding Notes in CARL Connect

1. Click on the Items icon from the dashboard **OR** select “items” from the top right-hand menu.



2. Bring up the item information by putting in the item barcode and searching.
3. Expand the “item information” section.
4. Under Description, choose your Note Type from the drop-down. For Short Loan items, choose the Charge/Discharge note type.



item information

branch: owls

circulation

items ✓

reports concierge

settings

utilities

bib search

---

Location information

\* ITEM NUMBER: 37466000564328

ITEM CALL NUMBER: 914.04 Eur

\* LOCATION: Nonfiction

\* BRANCH: Sister Bay - Liberty Gro

\* STATUS: On Shelf

ALTERNATE ON SHELF DISPLAY STATUS:

\* OWNING LOCATION: Nonfiction

\* OWNING BRANCH: Sister Bay - Liberty Grove

---

Description

\* MEDIA: Book - Adult

PRICE: 20.00

SUPPRESSION: manual

NOTE TYPE: standard, charge/discharge, standard, damaged

PREDEFINED NOTE OPTIONS: - please select -

FREE TEXT NOTE: enter note here

- Choose your Note Options, Predefined or Free Text. For Short Loan items, choose Predefined.

★ MEDIA Book - Adult	PRICE 20.00	SUPPRESSION manual <input type="checkbox"/>
NOTE TYPE charge/discharge	PREDEFINED NOTE OPTIONS - please select - - please select - Damaged - In transit for patron Damaged - In transit for review Item marked as damaged during Check In On the fly Please add Short Loan sticker to item and remove this message Please remove Short Loan sticker from item and remove this message	FREE TEXT NOTE enter note here

Chronology and Enumeration

Activity

- Once done, click on the green “save note” button in the bottom right corner.

### Removing Notes in CARL Connect

- Bring up the item information by putting in the item barcode and searching.
- Verify your item (should be the first in list) and expand the “item information” section.
- Locate the correct green note bar and click on the “X” all the way to the right of the screen.

Displaying 11 of 11 Items Branch  expand all

BRANCH OWLS	ITEM CALL NUMBER Monson	LOCATION Fiction	MEDIA Book - Adult
ITEM NUMBER 32258000018875	STATUS Checked Out	DATE 12/6/2022	SUPPRESSION Branch Suppressed

item information

Please remove Short Loan sticker from item and remove this message mk0, 11/2 /2022 | edit | **X**

Location information

★ ITEM NUMBER 32258000018875	ITEM CALL NUMBER Monson	★ LOCATION Fiction	★ BRANCH OWLS
★ STATUS	ALTERNATE ON SHELF DISPLAY STATUS		

- When you do, a Confirm Deletion box will come up. Click the green “continue” button. Once you do, you will see the below green bar indicating it was successful.

item information

**Deletion Successful** | X

Location information