OWLSnet Staff Procedures

Daily Procedures:

1. **Print Notices** from the website (https://www.owlsweb.org/owlsnet/notices)

2. **Check library email** every day
   a. Check your individual OWLSnet email every day if you are a Director or OWLSnet contact

3. **Clear Holdshelf** from the CARL-X client
   a. Print out reports 80 and 81 and follow instructions to move items on

4. **Print Router List** (CARL-X) or **pull up Fill List (**Connect)
   a. Check items in if found. If not found, mark items as missing

5. **View Unfilled Holds** (report 46) from the CARL-X client
   a. Check for available items owned by your library

6. **Look for items on the Search Shelves Report** (emailed to library)

7. **Look for items on the In Transit too Long** report (report 11001) from the CARL-X client
   a. First, look on your holdshelf, then on your shelves
   b. Check item(s) in if found

Weekly Procedures:

1. **View Unfilled Holds** (report 46) from the CARL-X client
   a. Check for old items and title holds for pickup at your library
2. **Should be Short Loan and No Longer Short Loan** reports (emailed to library)

Monthly Procedures: optional

1. **Lost Items Report** (report 20 OR report 17)
2. **New Patron Report** (report 9)
3. **Items in Processing with Holds** (emailed to library)