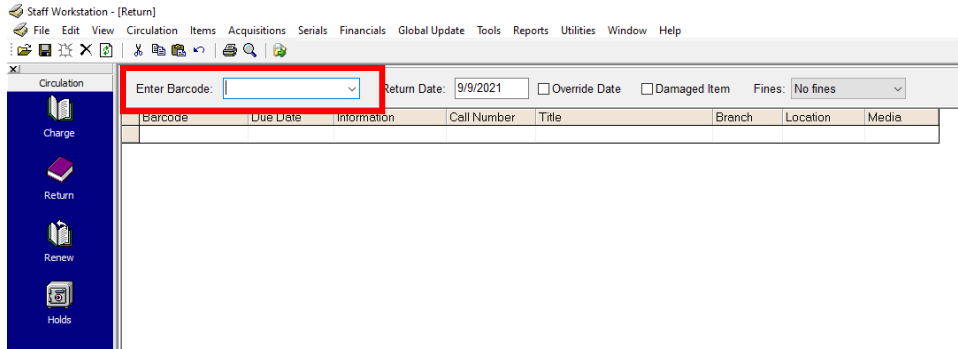


Check-In

CARL-X

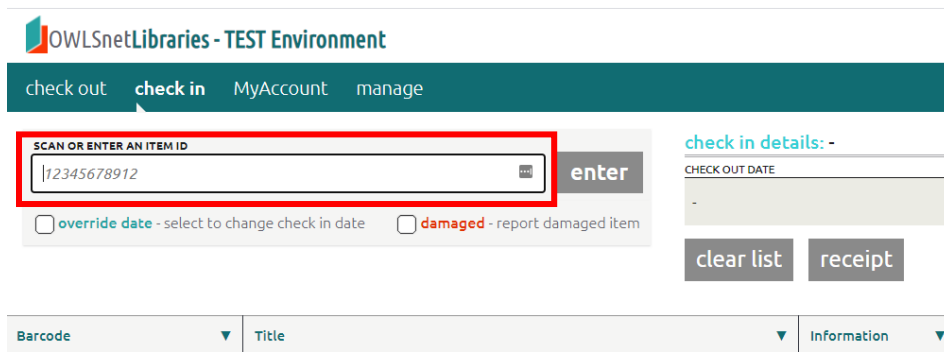
1. Logged into CARL-X, go to the Circulation module and then the Return function.
2. Make sure your cursor is in the “Enter Barcode” field.
3. Start scanning your items.



4. Staff will be alerted if there needs to be an action taken with an item. Such as filling a hold, going into transit, etc.

Connect

1. Logged into Connect, go to “library services” and then “check in.”
2. Make sure your cursor is in the “SCAN OR ENTER AN ITEM ID” field.
3. Start scanning your items.



4. Staff will be alerted if there needs to be an action taken with an item. Such as filling a hold, going into transit, etc.* (Once the newest update is in place – coming Sept. 2021)
*Prior to the update, staff will NOT be alerted of holds when checking items in in Connect. Therefore, OWLS recommends using CARL-X to check-in items until the update is released.