

## Noting Damage on Items

If an item is brought to staff for checkout and staff notice damage to it, but the item is still able to circulate, staff can add a note to the item indicating the damage. This is so patrons are not charged for damage when they return the item.

### CARL-X

1. Pull up the item record through the Item Information function.
2. Highlight the item to activate the “Edit” button at the bottom of the window.

Staff Workstation - [Item Information]

File Edit View Circulation Items Acquisitions Serials Financials Global Update Tools Reports Utilities Window Help

Search  
Key: Item Number Term(s): 38018001786829 Searcher Back

Title: Blindside a Detective Michael Bennett thriller /  
Author: Patterson, James, 1947-  
Call #:   
Circ History Counts  
Circ: 4  
Holds: 20  
Cum Circ: 128  
In House: 14  
Title Level Holds  
Current #: 0  
Holds  
Quick Maint

Branch	Location	Call Number	Item Number	Status	Date	Media	Circ Count	Holds Count	Cum Circ	In House Ci
NOOCF	ALRGP	PAT	38018001786829	Lost	9/9/2021	ABK	2	1	11	3

New Edit Delete Move Spine Close

owltest mlawlor, OWLSLTPCARLX OWLSnet Libraries - TEST, OOLIT

3. Click on “Edit.”
4. In the window that opens, click on “Notes.”

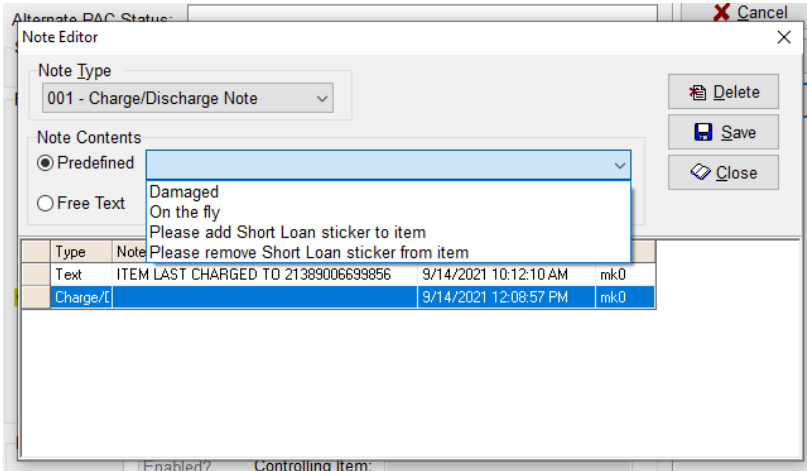
Item Editor

Item Number: 38018001786829 Price: \$30.00 Save  
Branch: NOOCF Location: ALRGP Media: ABK Cancel  
Status: Lost Date: 9/9/2021 Type: Standard Spine  
Alternate PAC Status: Notes  
Suppression  
 Manual  Status  Branch  Location  Media  
Full Call Number : PAT  
Call Number  
PAT  
Bucket1 Bucket2  
Bucket3 Bucket4  
Chronology / Enumeration:  
BoundWith  
 Enabled? Controlling Item:  
Owning  
Branch: NOOCF Location: ALRGP  
History  
Circulation: 2 Cumulative: 11 Holds: 1 InHouse: 3

BID: 667725  
Created On: 2/25/2020  
Created By: CNV  
Last Modified: 10/20/2020  
Changed By: oc0

## Noting Damage on Items

- This will bring up a new window, Note Editor. Here is where you will select from the Note Type dropdown "001 - Charge/Discharge Note." Staff can then choose to either add the predefined note of "Damage" OR, they can add in a free text with their own description of the damage.



- Click Save when you are done and then Close.
- The next time the item is scanned in, the note will come up notifying staff of the damage.
- Remove the note once it is no longer needed.

## Connect

- Logged in to Connect, click on the three dots in the upper right-hand corner of the browser. Click on "items" from the drop-down menu.
- Enter the item barcode in the first field. Click the Enter key or the Search icon.
- Scroll to find your specific item. It should be listed first if you did a barcode search.
- Click on the arrow for "item information" to open up more details.
- Under "Description" for "Note Type" choose the "charge/discharge" option.
- For "predefined note options" you can select "damaged" OR, you can add your own free text damaged note with more details.

## Noting Damage on Items

BRANCH Oconto Falls Community Library	ITEM CALL NUMBER PAT	LOCATION Large Print	MEDIA Book - Adult
ITEM NUMBER 38018001786829	STATUS Lost	DATE 9/9/2021	SUPPRESSION Not suppressed

Item information

ITEM LAST CHARGED TO 21389006699856 mk0, 9/14/2021 | edit | X

**Location information**

ITEM NUMBER 38018001786829	ITEM CALL NUMBER PAT	LOCATION Large Print	BRANCH Oconto Falls Community Library
STATUS Lost	ALTERNATE ON SHELF DISPLAY STATUS		
OWNING LOCATION Large Print	OWNING BRANCH Oconto Falls Community Library		

**Description**

MEDIA Book - Adult	PRICE 30.00	SUPPRESSION manual <input type="checkbox"/>
NOTE TYPE standard	PREDEFINED NOTE OPTIONS - please select -	FREE TEXT NOTE or <input type="text" value="enter note here"/>

- Once changes have been made to the record, a “cancel” and “save note” button will appear. Click on the “save note” button if satisfied with the note.