CARL Connect Setup

CARL Connect may be accessed via the Internet on a device connected to the OWLSnet network on a library PC, connected to Staff Wi-Fi, or through a VPN (CARL in the Wild). We recommend using Google Chrome as an Internet browser.
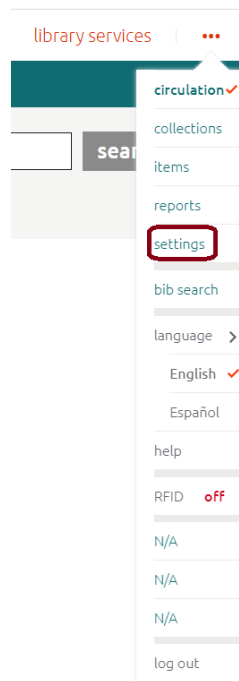
Access to CARL Connect Staff

You can access CARL Connect Staff by going to https://owlsnet.carlconnect.com/login.html.
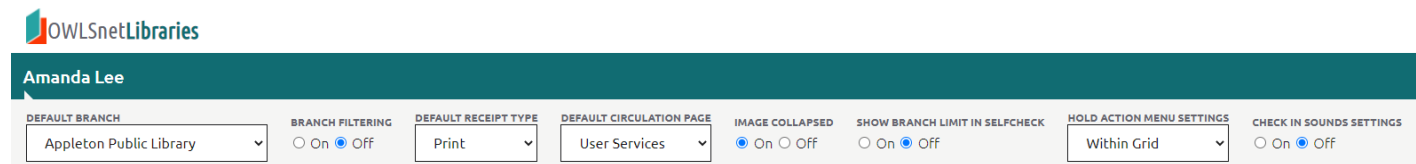
CARL Connect Staff Settings

From the login page, go to the red gear (staff settings) in the lower right corner.

- If you are already logged in, you can go to the three dots in the upper right corner.

From here you can change a variety of settings.

a. **Default Branch** should be set to your library's location.
b. **Branch Filtering**: "On" means you will only see your library's holdings when searching in CARL Connect. We recommend leaving this as "Off."

c. **Default Receipt Type**: Options for sending receipts include Email, Text, Print, All, No Selection, No Receipt. We do not utilize Text through CARL, so this will not do anything. We recommend Email or Print.

d. **Default Circulation Page**: Your Circulation Page can default to User Services or Library Services.

   i. **User Services**: This option goes to the patron record and registration options.

   ii. **Library Services**: This option goes to Check Out, Check In, and Manage (Damaged Items, Fill List, Wander List).

e. **Image Collapsed** refers to an image in the patron record. Most libraries are not using patron photos, so this option is usually set to "On."

f. **Show Branch Limit in SelfCheck:** You can leave this "Off."

g. **Check In Sound Settings**: A sound will play when you check in items if this is set to "On."

h. **Hold Action Menu Settings:** This refers to where the Fill List options will appear.

   i. **Above Grid** will show the appropriate options above the results grid.

   ii. **Within Grid** will pop up next to the item title within the results grid.