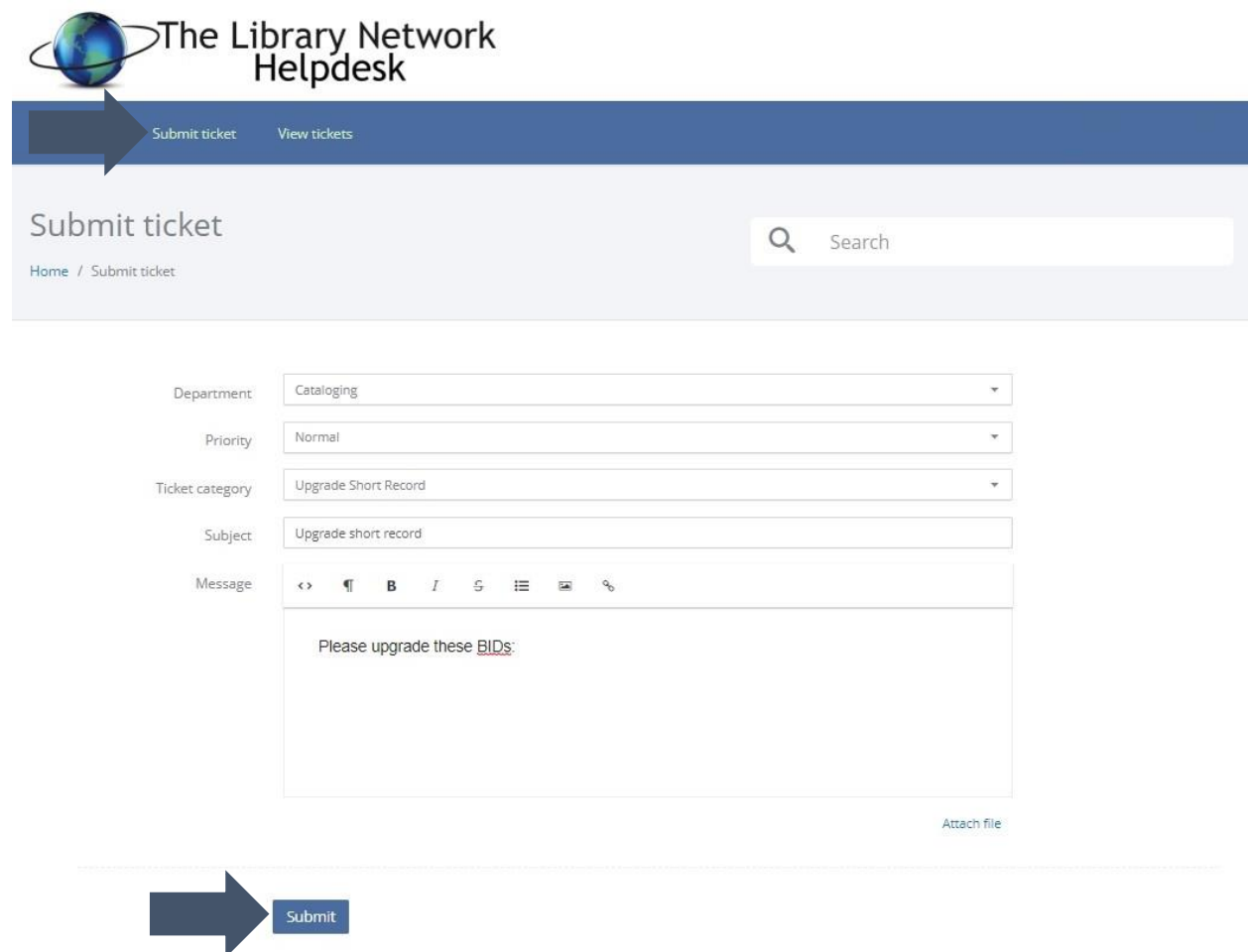



UPGRADE SHORT RECORD PROCEDURE

Please use this process to request upgrade of short records in Carl:

1. Log in to the TLN helpdesk
2. Click on "Submit ticket"
3. Department: Cataloging
4. Ticket category: Upgrade Short Record
5. Subject: Upgrade Short Record
6. Include Carl BID of records to upgrade
7. Submit

For items that need a record in the catalog right away, please designate the ticket as high priority when you create it.



 The Library Network Helpdesk

[Submit ticket](#) [View tickets](#)

Submit ticket

[Home](#) / [Submit ticket](#)

Department:

Priority:

Ticket category:


Subject:

Message:

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Please upgrade these BIDs:

[Attach file](#)



How to identify a brief record:

1. Title is in capital letters
2. There are no subject headings
3. Example:

PETE THE CAT'S FAMILY ROAD TRIP

by DEAN, JAMES



Place Hold

Share

Select Back

Summary

Synopsis coming soon.....

Title

PETE THE CAT'S FAMILY ROAD TRIP

Authors

[DEAN, JAMES](#)

Publication Information

HarperCollins 2020

Additional authors

[DEAN, KIMBERLYDEAN, JAMES](#)

ISBN

9780062868398 ;