

Shared Automation System Users' Group
Meeting of February 28 2019
SYSTEM UPDATE

SIP Connections

If your library will be adding new devices that use SIP to communicate with the CARL.X system, it is important that you give TLN at least 2 weeks lead time to have the needed SIP port created and configured. In the past TLN staff could create SIP ports on demand when needed. Currently SIP ports for the CARL.X system must be put in place by Carl Staff and normally takes several days to be put in place.

Item Level Holds

Item level holds should only be placed on items owned by your library; they should not be placed on other libraries' items. In the case of holds being placed for book club titles, CARL.X does allow staff to override and place multiple title level holds for the same title on a single patron record.

Calling Tree – test and actual

A calling tree test was performed on Thursday, February 14 at 2:53 pm and 81% of the libraries at the bottom of the calling tree branches did receive the call.

An actual calling tree was executed on Friday, February 15 at 9:00 am and 63% of the libraries at the bottom of the calling tree branches reported that they received the call.

Please be sure to have the most recent calling tree available to staff (it is posted on the TLN website at: <http://tln.lib.mi.us/calling-tree/>) and make sure that all staff is aware of the calling tree procedures. Recently updated calling tree procedures are also available at this link.

Processing of Carl-X Offline Circulation

When a library uses Offline Circulation in the Carl-X system, the offline transactions are uploaded to the server when the Carl-X staff client is reconnected to the Carl-X servers. Offline circulation transactions are not processed immediately upon receipt, they require TLN Staff intervention or overnight processing to be processed.

If your library uses Offline Circulation, you can send an email to standalone@lists.tln.lib.mi.us or open a helpdesk ticket asking the offline circulation transactions to be processed and TLN will process the offline circulation transactions as soon as possible. TLN Staff will respond to your request when processing of the transactions are complete and TLN will send the report of offline circulation activity to the library using the same method used to notify TLN of the use of Offline Circulation.

If your library does not notify TLN about the use of Offline Circulation, your offline transactions will be processed as part of overnight processing. TLN staff will not send a report of overnight offline circulation activity unless the library opens a help desk ticket requesting the report.

Instructions for the use of Offline Circulation can be found at <https://tln.lib.mi.us/dept/shared-automation/carl/files/OfflineCirc.pdf>

MeLCat Reminder

Shared System libraries have to decide as a group which patron types are eligible to place holds in MeLCat and which media types can be loaned in MeLCat.

Patron types that are eligible to place holds in MeLCat are: General, Non-Resident, Libstaff, and BPH.

Media types that are eligible to fill holds in MeLCat are listed below. Libraries that do not lend AV would only loan out and borrow non-AV materials

Media type	Media description	Media type	Media description
BOOK	Book	JVID	Juvenile Video
BKCD	Book on CD	LPBK	Large Print Book
BRAY	Blu-Ray	PBK	Paperback
CD	Music CD	TBCD	Teen Book on CD
DVD	DVD	TBK	Teen Book
JBCD	Juvenile Book on CD	TBR	Teen Blu-Ray
JBK	Juvenile Book	TCD	Teen Music CD
JBR	Juvenile Blu-Ray	TDVD	Teen DVD
JCD	Juvenile Music CD	TPBK	Teen Paperback
JDVD	Juvenile DVD	TVID	Teen Video
JPBK	Juvenile Paperback	VID	Video

Libraries can choose if their library will be Yes-AV or No-AV in MeLCat once a year. The next opportunity to change to Yes-AV or No-AV will be in August. TLN will send out information about this when it gets closer.