

**Shared Automation System Users' Group  
Meeting of March 28, 2019  
SYSTEM UPDATE**

**Removal of Withdrawn MeLCat Items**

TLN has been removing MeLCat items with a Status of Withdrawn from the database on a weekly basis since the shared system rejoined MeLCat in September. However, as we were not removing any Withdrawn MeLCat items that had any associated fines/fees, shared system libraries often had barcodes they were not able to re-use in a timely manner for linking MeLCat items. Therefore, TLN is now removing Withdrawn MeLCat items regardless of associated fines/fees; for those MeLCat items having fines/fees, manual fines are being added to the patron record to replace the original fines/fees.

**Creating temporary records for MeLCat items**

When creating temporary records for MeLCat items that are coming in to fill requests for patrons, make sure to select your Branch from the Branch drop down menu in the Item Editor pop up. Selecting another library prevents your library from being able to mark the item withdrawn after it has been returned by the patron.

There were a few libraries that have opened help desk tickets because staff had selected the wrong Branch from the Branch drop down menu in the Item Editor pop up. Make sure that the staff that handle the processing of MeLCat items are familiar with the procedure.

Page four of the MeLCat Quick Reference document - <https://tln.lib.mi.us/dept/shared-automation/files/MELCAT%20BORROWING%20QUICK%20REFERENCE%20DCB%20with%20CARL.pdf> covers how to fill out the Item Editor pop up screen.

The screenshot shows the 'Item Editor' window with the following details:

- Item Number:** [Empty text box]
- Branch:** [Dropdown menu open with options: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW]
- Location:** [Dropdown menu]
- Price:** \$0.00
- Media:** MEL
- Status:** [Dropdown menu]
- Date:** 3/27/2019
- Type:** Standard
- Alternate:** [Text box]
- Suppress:** [Text box]
- Manu:**
- Branch:**
- Location:**
- Media:**
- Full Call:** [Text box]
- Call Number:** [Text box]
- Bucket1:** [Dropdown menu] [Text box]
- Bucket2:** [Dropdown menu] [Text box]
- Bucket3:** [Dropdown menu] [Text box]
- Bucket4:** [Dropdown menu] [Text box]
- Buttons:** Save, Save/New, Cancel, Notes
- Created On:** 3/27/2019

### **Collection Agency Procedures – Reminder**

There are 25 shared system libraries that use the CARL debt collection module to submit patron accounts to collection. As many of these libraries send **any** shared system patron (not just their own patrons) that meet their criteria to collection, shared system libraries that do not use the collection agency need to be aware of how to handle such patrons/items/bills. When a patron is submitted to collection, the “Collection” field in the patron record changes to “Sent” from “Not Sent”.

As a reminder, the Collection Agency Procedures policy is part of the Circulation Policies and Procedures of the Circulation Services Committee

[https://tln.lib.mi.us/committee/circulation/files/docs/Circulation-Policies-and-Procedures\\_2017.pdf](https://tln.lib.mi.us/committee/circulation/files/docs/Circulation-Policies-and-Procedures_2017.pdf):

- All items referred to collection agency must be handled by the owing/referring to collection library.
- Payments for the collection bill should only be accepted at the library that referred the patron to collections.

### **CARL Passwords**

In the next few months, TLN will resume changing library login passwords to the CARL system on a regular schedule, most likely 2 times per year. Should your library require a new password in the meantime, TLN will change a library’s CARL password to a new TLN-provided password upon request.