

**Shared Automation System Users' Group**  
**Meeting of October 24, 2019**  
**SYSTEM UPDATE**

**CARL.Connect Circulation**

More than half of the shared system libraries have had CARL.Connect Circulation training. If your library is interested in the training or a refresher, contact Celia Morse ([cmorse@tln.lib.mi.us](mailto:cmorse@tln.lib.mi.us)) and she will work with you to schedule a time to come to your library for the training. The training takes about an hour and a half. Taking the training will allow you and your staff to evaluate how your library might be able to begin using CARL.Connect Circulation.

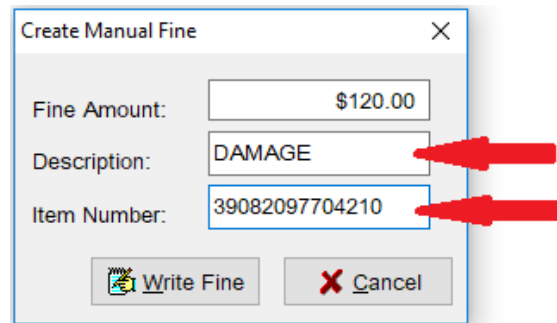
If your library is interested in trying out just the Fill List, open a helpdesk ticket and we will give you access to just that part of CARL.Connect Circulation. No training required.

**Circulation Statistics**

Circulation statistics typically include a count of the checkouts and renewals that occur at your library. When figuring your library's monthly circulation statistics using the reports that TLN staff have posted on our statistics page (<https://tln.lib.mi.us/dept/shared-automation/stats/>), remember to use both the report called *Circulation by Library*, to obtain the number of checkouts and renewals that occurred in your library, and the report called *Patron Initiated Renewals*, to obtain the number of renewals by patrons via the online catalog and the automated phone renewal system. In CARL, patron initiated renewals are not counted in the basic *Circulation by Library* report because these renewals are all assigned by the system to one virtual branch and TLN staff must then break down these renewal numbers by library in a separate report.

**Manual Fines for Damaged Items**

When creating a manual fine for a damaged item, please ensure that the correct item ID is in the item Number field and DAMAGE is listed in the description. This ensures that TLN can correctly attribute DAMAGE item payments to the owning library.



Creating a DAMAGED item fine using the Special Library and Service Fees does not associate the fine to an item and should only be used when accepting immediate payment for damaged items owned by your library.

