A couple of great ways to look up items in Carl.X

It's difficult looking things up in Carl.X, because it lists all types of the same title in no discernible order. There is a way to locate just books of a given title and eliminate other types (audio, e-media, dvd, etc.)

I will use "Fault in our stars" as an example

In the Item Maintenance tab, click the Searcher button first

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Full Record Items MARC SBN : 9780142424179 Sall # : JP. Author : Green. John. Filte(s) : The Fault in Our Stars Publisher : c2014 Notes : This material is not available for holds. It is shelved with th SID : CARL0000029028	e library's paperback collection.					

Another way to look up items is to use the library catalog and Carl.X together.

- 1. Find the item you are looking for in the catalog
- 2. Then click on the marc record (at the bottom left)

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****			and raw, The Fault in Our Stars is award-winning-author John Green's most ambitious and heartbreaking work yet,						
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3. Then highlight the ISBN# and copy it into the item search in Carl.X.

Change the Library Location on an Item that is on the Hold Shelf at a Different Location

- In Patron information, click the **Summary** tab and then the **Request** button (if it is in "all" it will not work)
- 2. Select the item that needs to have the location changed (highlighted in blue)
- 3. At the bottom of the page, select Cancel Hold
- 4. Choose a cancel reason, select **other**, then in the free text box, write "*wrong library* "; press **OK**.
- 5. Big red box will come up. Choose **cancel hold and place first in cue** (should be the first choice)
- 6. Then go back to the requests tab and select **change library location** (it is next to the Cancel hold button)
- 7. Then call the library that has it on their hold shelf and tell them to check it in.