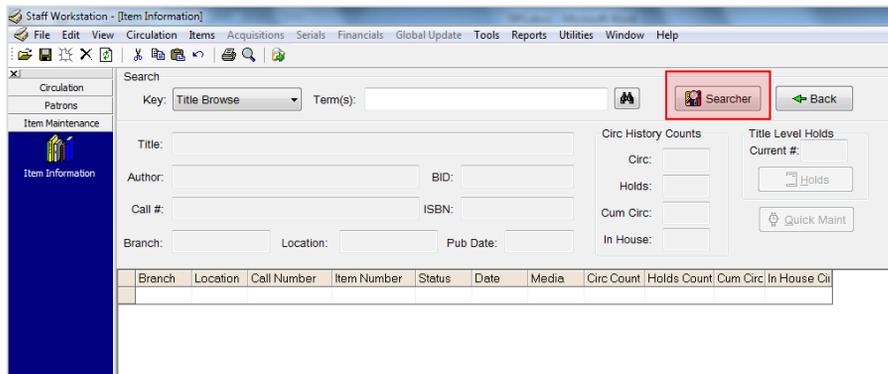


A couple of great ways to look up items in Carl.X

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.)

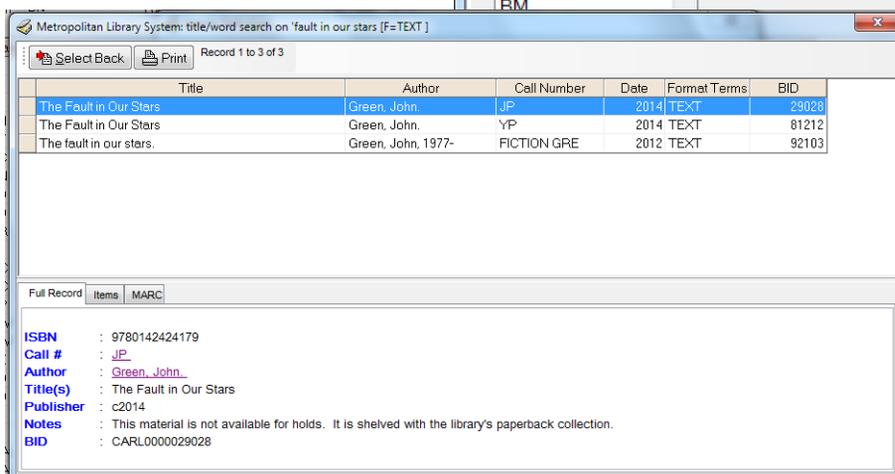
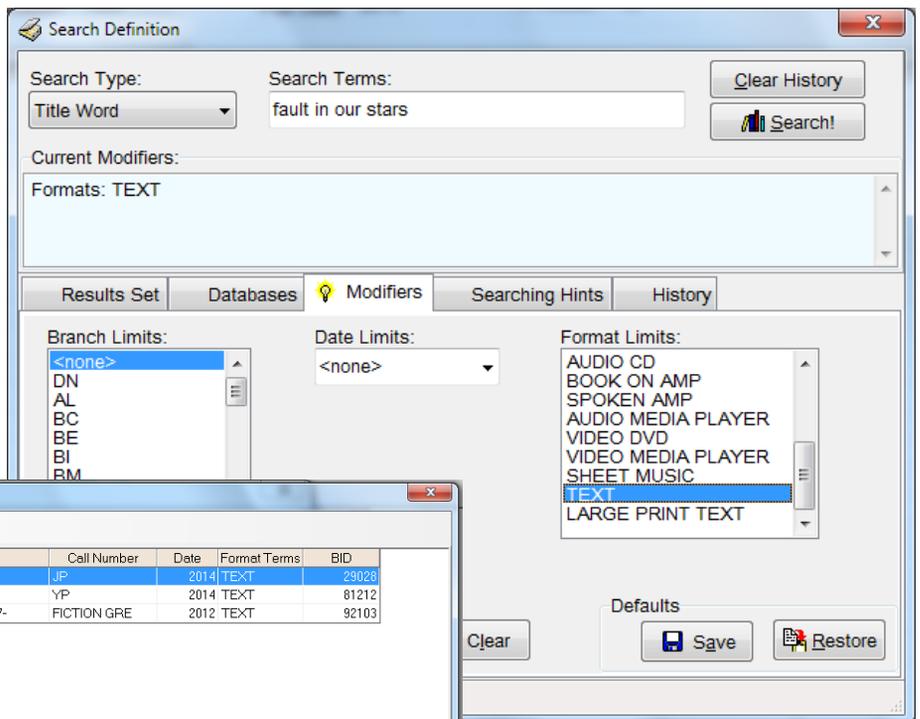
I will use "Fault in our stars" as an example

In the Item Maintenance tab, click the **Searcher** button first



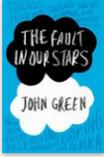
1. Type the title of item
2. Select **Modifiers** tab
3. Select what you are looking for the movie or text, etc.
4. Hit the Search button

Now you have only the text versions of "The fault in our stars"



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)



Book

★★★★★

[Details](#)

[All Copies](#)

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[Related](#)

[More Info](#)

Total Holds: 0
[MARC Record](#)

The fault in our stars.

by Green, John

[Place Hold](#) [Add To List](#)

Summary

Despite the tumor-shrinking medical miracle that has bought her a few years, Hazel has never been anything but terminal, her final chapter inscribed upon diagnosis. But when a gorgeous plot twist named Augustus Waters suddenly appears at Cancer Kid Support Group, Hazel's story is about to be completely rewritten. -- Insightful, bold, irreverent, and raw, *The Fault in Our Stars* is award-winning-author John Green's most ambitious and heartbreaking work yet, brilliantly exploring the funny, thrilling, and tragic business of being alive and in love.

Find on shelf at Downtown Library (Check Other Locations)

Collection	Shelf Location	Status
YOUNG ADULT	FICTION GRE	Loaned Due Back 12/29/2014
YOUNG ADULT	FICTION GRE	Loaned Due Back 09/28/2014
YOUNG ADULT SEQUOYAH	FICTION GRE	Loaned Due Back 12/21/2014
YOUNG ADULT SEQUOYAH	FICTION GRE	In

Shelf Number
FICTION GRE

Title
The fault in our stars.

Authors
Green, John, 1977-

Publisher

MARC Record ✕

Field Description	Field #	I1	I2	Field Data
Leader	LDR			00599cam a2200229 a 4500
Control #	001			00n738336589
Fixed Data	008			120106a2012 nyu d 000 1 eng
LC Card	010			1a2011045783
ISBN	020			1a9780525478812
Local Ctrl #	035			1a08200305
Local Call #	092			1aFICTION GRE
ME:Pers Name	100	1		1aGreen, John, d1977-
Title	245	1	4	1aThe fault in our stars

[Print](#) [Close](#)

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

1. 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.