Circulation

Manage circulation transactions in OLIB

• About circulation

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  Discover an overview of circulation in OLIB.

• Configure circulation

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  Discover how to set up and configure circulation in OLIB.
  ◦ About circulation reference data
  ◦ Accruing fines
  ◦ Additional fields in circulation
  ◦ Automatic renewals
  ◦ Calendar
  ◦ Fines
  ◦ Loan and copy status
  ◦ Loan terms
  ◦ Postal loans
  ◦ Short loans configuration
  ◦ Transaction types
  ◦ Trap messages
  ◦ User photo

• Configure reservations

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  Learn how to set up and manage reservations in OLIB circulation.
  ◦ About reservations configuration
  ◦ Multiple locations and reservations rules
  ◦ Reservations parameters
  ◦ About reservations received notifications and rotas
  ◦ Configure reservations received notifications and rotas
Issues and returns

Discover how circulation transactions operate in OLIB.

- About the Circ. Desk screen
- Issues
- Returns
- Issues with selected return date
- In transit transactions
- Temporary loans
- Permanent loans
- Quick cataloguing
- Non loan returns
- Lost item returns
- Issue postal loan items
- Circulation transaction alerts

Users and copies

Discover how to access user and copy details from the Circ. Desk in OLIB.

- View user details
- Print user loans
- View copy details
- Loan and user record alerts

Renewals

Discover the circulation renewal options in OLIB.

- Renewals
- Renew all
- Unseen renewals

Reservations

Discover how to process reserved items in OLIB.

- About reservations
Cancel reservations
  ◦ Check reservations
  ◦ Create copy reservations
  ◦ Create title reservations
  ◦ Hold a reservation
  ◦ OPAC reservations
  ◦ Prioritise reservations
  ◦ Reservations alerts
  ◦ Return and collect reserved items
  ◦ Use reservations received notices and rotas

• Recalls

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Discover how recalls are managed in OLIB.
  ◦ About recalls
  ◦ Configure recalls
  ◦ Recall alerts
  ◦ Use recalls

• Trap messages

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Discover how trap messages operate in OLIB circulation.
  ◦ Circulation messages
  ◦ Library defined trap messages
  ◦ Messages in Circ. Desk

• Library charges

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Discover how library fines and charges operate in OLIB.
  ◦ Manual charges
  ◦ Pay charges
  ◦ Print a receipt
  ◦ Waive charges

• Overdue notices

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Learn how overdue items can be managed in OLIB.

- About overdues
- Alerts for overdues
- Configure overdues
- Edit rtf notices
- Loan Terms and OLIB Defaults
- Overdue and recall sequences
- Overdue notices
- Single email attachment for multiple overdues