• Get started

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  Get started with OLIB Web
  ◦ OLIB basics
  ◦ Search options
  ◦ Add, edit and delete
  ◦ Workspaces, saved searches, folders

• Users

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  Manage users and staff users in OLIB
  ◦ Search and edit users
  ◦ Manage users
  ◦ User subscription services
  ◦ SDI

• Catalogue

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  Manage catalogue records in OLIB
  ◦ Search
  ◦ Title and copy details
  ◦ Additional details
  ◦ RDA
  ◦ Maintain the catalogue
  ◦ Stocktake

• Circulation

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  Manage circulation transactions in OLIB
• About circulation
• Configure circulation
• Configure reservations
• Issues and returns
• Users and copies
• Renewals
• Reservations
• Recalls
• Trap messages
• Library charges
• Overdue notices

• Acquisitions

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Manage acquisitions in OLIB
• About Acquisitions
• Set up Acquisitions
• Order process
• Outputting orders
• Check in and invoicing
• Other Acquisitions options
• Claims process

• Funds

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Manage funds in OLIB
• About funds management
• Funds set up procedure
• Accounts
• Financial periods
• Account instances
• Allocate money
• Manage funds
• Account discrepancy alerts
• Permissions on funds
• Financial period close

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• Serials

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Discover how to manage serials in OLIB.

- About Serials management
- Set up Serials management
- Create Serials information
- Issues generation
- Check in issues
- Serial publishing changes
- Subscription management
- Claims and alerting
- Serial binding

• Library locations

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Manage library locations in OLIB

- About locations
- Calendar
- Locations
- Location Types, Areas and Address Types
- Shelves
- Sub-locations

• Folio

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Discover OPAC searching and how to configure Folio end user features using OLIB Web.

- Get started with Folio
- Library search
- Welcome screen
- Menu bar
- General settings
- Banner graphic
- Brief and full displays
- Circulation transaction history
- Citations
Configuration blocks list
- Copies availability display
- Delimited OPAC and SSI
- Enable end user help
- Enable end user tags
- Enable enquiry management
- Enable purchase suggestions
- Facet sidebar
- Folio lists
- Generate a search Qwidget for Folio
- Journals display
- Links to e-resources
- Links to WorldCat
- Link to catalogue enrichment data
- Media type icons
- Permalinks
- Quick launch searches
- Ratings and reviews
- Reservations
- Saved searches
- Search configuration
- Self-registration
- Self issue, return and renewals
- Set / reset with temporary password
- Set password directly
- Title details display
- Title hitlist display
- User account details

- **Alerts**

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Create alert messages for users and staff in OLIB
- About alerts
- Broadcast notices
- Configure alerts
- Configure SMTP server
Suspend alerts and overdue emails
  ◦ View alerts

• System management
  
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  Configure and manage system wide settings in OLIB
  ◦ General
  ◦ OLIB defaults
  ◦ Daystart
  ◦ Privileges and permissions
  ◦ Search configuration
  ◦ Customise OLIB
  ◦ Layout manager
  ◦ SIP2 server

• Reports
  
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  Learn about reporting in OLIB.
  ◦ Use OLIB reports
  ◦ Download reports

• Data import and export
  
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  Import or export your data from OLIB using MARC and other formats
  ◦ Automated upload to WorldCat
  ◦ CONTENTdm integration
  ◦ Import MARC records
  ◦ Example MARC import: JISC e-books file
  ◦ Output formats
  ◦ Export to third party discovery
  ◦ MARC tags details
  ◦ MARC21 export
  ◦ OLIB Standard Transfer Format (OLSTF)
  ◦ OLIB User Import
• **User guides**

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  Discover how to use new OLIB features, including new service pack features.
  
  ◦ Service pack 11
  ◦ Service pack 12
  ◦ Service pack 13
  ◦ Process standing orders and loose-leaf publications

• **OLIB to WMS migration**

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  Discover how we manage migrating from your OLIB system to WorldShare Management Services.
  
  ◦ Moving to WorldShare Management Services
  ◦ Migrating bibliographic data
  ◦ Migrating patron data
  ◦ Migrating circulation data

• **Release Notes**

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  Find OLIB release notes and key features. Release notes are documents that contain information about new product features and enhancements as installed in scheduled releases.
  
  ◦ Post Service Pack 15 Release Notes
  ◦ OLIB 9 Service Pack 15 Key Features and Release Notes
  ◦ OLIB 9 Service Pack 14 Key Features and Release Notes
  ◦ OLIB 9 Service Pack 13 Key Features
  ◦ OLIB 9 Service Pack 13 Release Notes
  ◦ OLIB 9 Service Pack 12 Key Features
  ◦ OLIB 9 Service Pack 12 Release Notes
  ◦ OLIB 9 Service Pack 11 Key Features
  ◦ OLIB 9 Service Pack 11 Release Notes

• **Technical guides**

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  ◦ Creating a .har file for support
  ◦ Enable Folio single sign-on (NTLM)
  ◦ Link checker errors advice
  ◦ OLIB software downloads

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• Troubleshooting

Find frequently asked questions (FAQ) and troubleshooting steps (Troubleshooting).

- A new staff member's account is slow and not performing as others do?
- A patron is unable to request an online reservation
- A user's account barcode, transaction history and items on loan has disappeared
- A user does not have full cataloging options despite having an appropriate user category
- Can deleted titles/users be recovered?
- Does OLIB support RDA Cataloguing rules?
- Do I need to cancel email notices in my test system? [Hosted OLIB]
- Following an upgrade to OLIB 9.0 Service Pack 12, users are not receiving alerts for available reservations or newly checked in serial issues
- How can I add a new attribute to the Refine Search dialog?
- How can I add our own images to WebView's Welcome Page?
- How can I attach an email list to a SDI alert?
- How can I filter borrower traps by trap message?
- How do I change my name in OLIB Web?
- How do I configure Self-registration?
- How do I delete a user with enquiries attached?
- How do I display User Expiry Date in the user details screen of OLIB Folio?
- How do I export MARC records to OVID?
- How do I find out my OLIB username/password?
- How do I insert line breaks in the privacy policy hover text without it being in double line spacing?
- How do I renew all items on loan to a group of users with minimum checks?
- How do I search for serial issue titles?
- How do I set up a System Administrator account on OLIB if the current System Administrator has left?
- How do I subscribe to the OLIB users' mailing list?
- How do I transfer a report from my Test system to Live?
- How do I unlock a user record? [Hosted OLIB]
- How do I view all items with a specific copy category?
- How to sign in to OLIB
- I'm creating a configurable user import. What OLSFT tag should I use to map the User's Date of Birth?
- If you delete expired users using the "Users For Auto-Deletion" folder, will the copies on loan for that user also be deleted? And if it was the last copy of the title, will the title also be deleted?
- I am no longer able to attach files to my item records
- I am unable to return a book after cancelling a reservation
I cannot find the configurable privacy policy statements - where are these located?
- I have added a new attribute to the keyword search index however it is not being used in a keyword search
- I have deleted a sheet by accident
- I have just tried to log in to OLIB WebView and received an account expired error message
- I have made changes to my MARC format. How do I apply this change to my existing records?
- My OLIB export to CONTENTdm is not working
- My XML export is not displaying correctly
- Setting default sorting for indexes
- Some of our student record files have not imported into OLIB
- Staff accounts are unable to see Helpdesk Online links
- The Username and Password fields are populating with my login credentials when I try to create a new user
- What is the taxonomy that is used in OLIB?
- When I issue a loan I get the message 'User is banned from this copy category.'
- Where can I find the latest version of the OLIB schema? [SP13+]
- Why am I receiving several emails per hour for my reports?
- Why are patrons not receiving their overdue emails?
- Why are some changes made to title records not visible in the audit trail?

• OLIB training

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Find training on OLIB.
- OLIB Folio Configuration
- OLIB service pack training