• 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
• **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 configuration**

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Find out how to configure end user features available in Folio.
- Banner graphic
- Enable end user help
- Folio lists
- Generate a search Qwidget for Folio
- Get started with Folio
- Link to catalogue enrichment data
- Menu bar
- Quick launch searches
- Ratings and reviews
Set / reset with temporary password
  ◦ Set password directly
  ◦ Welcome screen

• 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.
  - 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 WebView single sign-on (NTLM)
◦ Link checker errors advice
◦ OLIB software downloads

• Troubleshooting

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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?
• I have set up SDI alerts. Why are no emails are being generated?
• 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+]
• 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

Find training on OLIB.

• OLIB Folio Configuration
• OLIB service pack training