• 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**

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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
• 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