

Using Oliver to borrow out Locks

In this article:

- Borrowing out locks
- Viewing the combination if a student's forgotten it
- Writing off damage locks
- Printing lock labels

Viewing a Combination if a Student's Forgotten It

If a student's forgotten their combination, the combination is under 'Classification' in their Oliver account.

Ask for their student number and type it into the bar to get their account, as usual.

CIRCULATION DESK
Library ▾ ↻ ⌂ 📄 🔍 ✕

→

Finish Open Browse

TOTALS

Total / On Loan / Remaining
∞ / 6 / ∞

Items
100 / 5 / 95

Other
100 / 0 / 100

Other
∞ / 1 / ∞

Loan
Return
Reserve
Booking
Charge
Loan History
Transaction Log

<input checked="" type="checkbox"/>	TITLE	BARCODE	CLASSIFICATION	TYPE	DATE DUE	
<input checked="" type="checkbox"/>	Moxie!	068997	F MAT	Book	26/01/2023 16:00	[Icons]
<input checked="" type="checkbox"/>	All that's left unsaid	069975	F LIE	Book	26/01/2023 16:00	[Icons]
<input checked="" type="checkbox"/>	Princess in practice	067616	F GLY	Book	26/01/2023 16:00	[Icons]
<input checked="" type="checkbox"/>	Why we broke up	063915	F HAN	Book	05/10/2022 16:00	[Icons]
<input checked="" type="checkbox"/>	A rose for the ANZAC boys	056056	F FRE	Book	18/08/2022 16:00	[Icons]
<input checked="" type="checkbox"/>	Combination Dial PadLock	PL4823891	133521	PadLocks	08/07/2022 11:14	[Icons]

Forced Due Date
 [Icons]

The combination is under 'Classification' on the same row as the lock.

CIRCULATION DESK

FinishOpenBrowse

BORROWER INFO
Borrower ID:
Name:
DOB:

ALPHABETICALLY SORTED BY LAST NAME > FIRST NAME >
SEARCH

TOTALS
Total / On Loan / Remaining

Items
100 / 5 / 95

Other
100 / 0 / 100

Other
00 / 1 / 00

LoanReturnReserveBookingChargeLoan HistoryTransaction Log

	TITLE	BARCODE	CLASSIFICATION	TYPE	DATE DUE	
<input checked="" type="checkbox"/>	Moxie!	068997	F MAT	Book	26/01/2023 16:00	[Icons]
<input checked="" type="checkbox"/>	All that's left unsaid	069975	F LIE	Book	26/01/2023 16:00	[Icons]
<input checked="" type="checkbox"/>	Princess in practice	067616	F GLY	Book	26/01/2023 16:00	[Icons]
<input checked="" type="checkbox"/>	Why we broke up	063915	F HAN	Book	05/10/2022 16:00	[Icons]
<input checked="" type="checkbox"/>	A rose for the ANZAC boys	056056	F FRE	Book	18/08/2022 16:00	[Icons]
<input checked="" type="checkbox"/>	Combination Dial PadLock	PL4823801	133521	PadLocks	08/07/2022 11:14	[Icons]

It's three two-digit numbers, so this combo would be 13 35 12. (Numbers below 10 show up as 08, for example.)

If their lock is not showing up on Oliver:

From the Loans window, you want to click 'Open' next to 'Finish':

Zoe Stephens at:

Library

Finish

Open

Browse

?

BR 428.0076 PEA
Library
0.00
MK 5
7
Students

LIMITS	TOTALS	
Total / On Loan / Remaining	∞ / 8 / ∞	
Items 100 / 0 / 100	Other 100 / 4 / 96	Other ∞ / 4 / ∞

RCODE	CLASSIFICATION	TYPE	DATE DUE	Forced Due Date
962	BR 428.0076 PEA	Book	19/11/2023 00:00	<input type="text"/>
674	BR 220.5 BIB	Book	19/11/2023 00:00	<input type="text"/>
990	BR F DAH	Book	19/11/2023 00:00	<input type="text"/>
876	BR F WEB	Book	19/11/2023 00:00	<input type="text"/>

This brings up the student's details as a Borrower:

Circulation > Borrowers > **Detail**

List

Edit

Duplicate

Current loans (8)

Permanent Loans (4)

Loan History (2)

Add Alert

Change Loan Limits

Email

Email Password Reset

Print

BORROWER DETAILS

Alias:	BR 428.0076 PEA
Name:	Emily Stone
Branch:	Library
Loan Category:	Students
User Role:	OPAC Only
Borrower Type:	Student Change Borrower Type
Year:	7
Roll Class:	MK 5
Balance:	0.00
Alt. Email:	emily.stone@gmail.com, richelle.hend@gmail.com
Email address:	emily.stone@gmail.com
Date of birth:	May 11, 2008
Last Lockout:	
Allow Book Reviews:	<input checked="" type="checkbox"/>
Text hire:	<input checked="" type="checkbox"/>
Default Operator:	Find all words
Image:	Upload Borrower Image
Logo:	Upload Borrower Logo
Entered:	10:54 AM on January 19, 2023 regularProcess
Tags:	Brigidine Borrower 19/01/2023 - Add new tag -

Then click 'Current Loans' in the top bar:

Circulation > Borrowers > Detail

[List](#)
[Edit](#)
[Duplicate](#)
[Current loans \(8\)](#)
[Permanent Loans \(0\)](#)

Alias:
Name:
Branch: Library
Loan Category: Students
User Role: OPAC Only

Which brings you to a list of all their current loans:

BARCODE	CLASSIFICATION	OUT / DUE / RECALL	TITLE
Graphic Novels (Library)			
069617	Library Graphic Novel F OSE	Out 2:40 PM on March 02, 2023 Due 4:00 PM on March 16, 2023 Recall	Heartstopper. Volume 4
066936	On Loan Library Manga F AZU	Out 2:40 PM on March 02, 2023 Due 4:00 PM on March 16, 2023 Recall	Yotsuba&I 14
069717	On Loan Library Manga F END	Out 2:39 PM on March 02, 2023 Due 4:00 PM on March 16, 2023 Recall	Spy x family. 1
069560	On Loan Library Manga F END	Out 2:39 PM on March 02, 2023 Due 4:00 PM on March 16, 2023 Recall	Spy x family. 2
066702	On Loan Library Manga F FUJ	Out 7:50 AM on February 20, 2023 Due 4:00 PM on March 06, 2023 Recall	Kuroko's basketball. 15 & 16
PL59926726	On Loan IT Department PadLock Collection 270523	Out 11:28 AM on January 24, 2023 Due Permanent	Combination Dial PadLock
546936	On Loan Bookroom Text Book Hire BR F WEB	Out 1:28 PM on January 20, 2023 Due 12:00 AM on November 19, 2023 Recall	Sensitive
547246	On Loan Bookroom Teacher Copy Text Book Hire BR TC F DAH	Out 1:28 PM on January 20, 2023 Due 12:00 AM on November 19, 2023 Recall	Boy : tales of childhood
532696	On Loan Bookroom Text Book Hire BR 220.5 BIB	Out 1:28 PM on January 20, 2023 Due 12:00 AM on November 19, 2023	The Catholic youth Bible

Find their padlock in this list, and the combination is here:

066702	Library Manga F FUJ
	On Loan
PL59926726	IT Department PadLock Collection 270523
	On Loan
546936	Bookroom Text Book Hire BR F WEB
	On Loan

Writing off damaged locks

Open the Circulation Desk, and click the 'Return' tab, next to the 'Loan' tab.

CIRCULATION DESK

→

Finish Open Browse

?

LIMITS
Total / On Loan / Remaining

Loan Return Reserve Booking Charge Loan History Transaction Log

✓

TITLE

⇅

BARCODE

⇅

CLASSIFICATION

Once in the Return tab, ensure the cursor is blinking in the bar at the top and type/scan the lock's barcode like for loaning.

CIRCULATION DESK

→ pl43843588

Finish Open Browse

?

LIMITS
Total / On Loan / Remaining

Combination Dial PadLock PL43843588 IT Department PadLock Collection 273319 Available

Loan Return Reserve Booking Charge Loan History Transaction Log

TITLE

BARCODE

CLASSIFICATION

BORROWER

DATE LOANED

DATE DUE

Press enter, then click the barcode under the 'Barcode' heading.

CIRCULATION DESK

→

Finish

Open

Browse

i

Item pl43843588 is not currently on loan.

✓

?

LIMITS

Total / On Loan / Remaining

Loan	Return	Reserve	Booking	Charge	Loan History	Transaction Log
TITLE	BARCODE	CLASSIFICATION	BORROWER	DATE LOANED		
Combination Dial PadLock	pl43843588	273319				

This will take you to the lock's entry in Oliver. From here you want to click 'Edit' at the top:

Cataloguing > Copies > Detail

🔍

📄

🔄

📅

🌐

⏪

#1 of 1

⏩

Return to Top

Combination Dial PadLock

List Copies

Edit

Duplicate Copies

Add Maintenance

Wegd

✎

Barcode:

PL43843588

Accession Number:

43843588

Branch:

IT Department

Collection:

PadLock Collection

Classification:

273319

Resource Loan Category:

Unlimited

Status:

Available

Tags:

- Add new tag -

EQUIPMENT DETAILS

This brings you to a long list of editable variables for the entry. Scroll down to Status, and change the dropdown from 'Available' to 'Disposed'.

🔍

✕

COPY DETAILS

RLC Exchange Expiry Date:

📅

Select the Resource Loan Category (RLC) from which this copy is on exchange from. If an expiry date is set, the field will automatically revert back to this value on the date the exchange expires.

Abridged Classification:

📄

The Date that the exchange will revert back to the RLC it was exchanged from.

→ Status:

Available

▼

Select the appropriate Status for the copy

Exchanged from Status:

-

▼

Select the Status from which this copy is on exchange from. If an expiry date is set, the field will automatically revert back to this value on the date the exchange expires.

Status Exchange Expiry Date:

📅

The Date that the exchange will revert back to the Status it was exchanged from.

Status Reason:

📄

Enter a description of the reason for the change in Status. This field may only be updated if the Status is changing.

Price Currency:

-

▼

Select the currency for the price of this copy

Click the Save icon in the top left corner.

COPY DETAILS

Select the Resource Loan Category (RLC) from which this copy is on exchange from. If an expiry date is set, the field will expire.

RLC Exchange Expiry Date:

The Date that the exchange will revert back to the RLC it was exchanged from.

Abridged Classification:

Enter the abridged shelf location, i.e. classification and filing letters

Status:

Select the appropriate Status for the copy

Exchanged from Status:

Select the Status from which this copy is on exchange from. If an expiry date is set, the field will automatically revert back to the Status it was exchanged from.

Status Exchange Expiry Date:

The Date that the exchange will revert back to the Status it was exchanged from.

Status Reason:

Enter a description of the reason for the change in Status. This field may only be updated if the Status is changing.

Price Currency:

Select the currency for the price of this copy

And the lock is written off in Oliver. To write it off in real life, just place the lock in the nearest bin.

Printing Lock Labels

Lock labels are the slips of paper attached to the lock, which has the combination, instructions for the combination, and the barcode. It is much easier to do these in bulk, if you can.

When one wants to print a new label for a lock, begin by entering the barcode/s you want to print into Excel.

	A	B	C	D	E	F
1	55797150					
2	43843498					
3	57184179					
4	48233906					
5	48233897					
6	48233934					
7	55797225					
8	55797205					
9	48233919					
10	53816913					
11	57152124					
12	43843593					
13	43798313					
14	53816965					
15	57153178					
16	51845676					
17	51845033					
18	51847926					
19	55797227					
20	48233896					
21	55797206					
22	48233377					
23	57152143					
24	43843516					
25	50164111					
26	48233356					
27	48233857					
28	51845048					
29	51847947					
30	43843479					
31	51845065					
32						

Then, click into cell C1 and type the following formula into the formula bar:

<div> <div>C1</div> <div>✕ ✓ <i>f_x</i></div> <div>= "PL"&A1</div> </div>						
	A	B	C	D	E	F
1	55797150		PL55797150			
2	43843498					
3	57184179					

Then, with the small square in the bottom-right corner of the selected cell, drag the formula down column C.

E29					
	A	B	C	D	E
1	55797150		PL55797150		
2	43843498		PL43843498		
3	57184179		PL57184179		
4	48233906		PL48233906		
5	48233897		PL48233897		
6	48233934		PL48233934		
7	55797225		PL55797225		
8	55797205		PL55797205		
9	48233919		PL48233919		
10	53816913		PL53816913		
11	57152124		PL57152124		
12	43843593		PL43843593		
13	43798313		PL43798313		
14	53816965		PL53816965		
15	57153178		PL57153178		
16	51845676		PL51845676		
17	51845033		PL51845033		
18	51847926		PL51847926		
19	55797227		PL55797227		
20	48233896		PL48233896		
21	55797206		PL55797206		
22	48233377		PL48233377		
23	57152143		PL57152143		
24	43843516		PL43843516		
25	50164111		PL50164111		
26	48233356		PL48233356		
27	48233857		PL48233857		
28	51845048		PL51845048		
29	51847947		PL51847947		
30	43843479		PL43843479		
31	51845065		PL51845065		
32					

Next, log into Oliver and on the side bar, open Cataloguing, then Resources.

Under the (thing)s 'Bibliographic Type' and 'Collection', scroll down and ensure 'PadLocks' and 'PadLock Collection' respectively are selected.

Search, then select the blue number next to the single Padlock entry.

[OVERVIEW](#)


[MY MENU](#)


[CATALOGUING](#)

[Home](#)

<input type="checkbox"/>	NO.	TITLE
<input type="checkbox"/>	1	Combination Dial PadLock

Then, click View All Copies in the entry.



ID:	889939030
Title:	Combination Dial PadLock
Bibliographic Type:	PadLocks Change BibType
File:	
Attachments:	Add
Thumbnail:	Upload
Cover Image:	
GMD:	equipment
Related Resources:	Maintain related resources Add / Select Resource

[View All Copies](#)

NO.	BARCODE	COPY ID	BRANCH
1	PL223526		IT Department
2	PL223528		IT Department
3	PL223531		IT Department
4	PL223535		IT Department
5	PL223536		IT Department

Click this icon in the top row, which allows you to search by barcode.

The screenshot shows a web browser window with the title "Multi-Barcode Search - Brigidine College Indooroopilly Library...". The address bar shows the URL "oliver.brigidine.qld.edu.au/oliver/cataloguing/issues/barcodeSearch.do?...". The main content area has a green header with a play button icon, a close button icon, and the text "MULTI-BARCODE SEARCH". Below the header, there is a text input field with the placeholder "Scan or enter barcodes (maximum 1,000):". The input field contains a list of 18 barcode numbers. At the bottom of the input field is a "Search" button.

Multi-Barcode Search

Scan or enter barcodes (maximum 1,000):

- PL43798313
- PL53816965
- PL57153178
- PL51845676
- PL51845033
- PL51847926
- PL55797227
- PL48233896
- PL55797206
- PL48233377
- PL57152143
- PL43843516
- PL50164111
- PL48233356
- PL48233857
- PL51845048
- PL51847947
- PL43843479
- PL51845065

Search

Click search to bring up the locks you want to generate labels for.

Then click this icon at the top, which will generate a report about these locks.

REPORT SETUP

Number of records: 31

Create Report:

New Custom Report

Click the button to create a new custom report. The saved report will be available from the report selection on this page.

Select Report:

Labels 3x8 - Avery 3474
Labels 3x8 - Avery L7159
Padlock College Report
Padlock Report 2022
Padlock Whole School Report
Resource Box Details
Resource Box Details - Contents sorted by Author
Resource Box Details - Sorted by Classification
Resource Box Details - Sorted by Title
Resource Box List
Resource Register

Download Word Template

Download Excel Template

Upload Customised Report

Select the required report format - this list is all of those available for the source area Copies.
Download a report to customise it in Excel or Word. Upload the modified version as a new report.
* denotes an uploaded customised report.

Format:

EXCEL

Select the format in which you would like the report to be output.

Sort Fields:

Sort By:

Barcode ASC
sortableClassification ASC
borrowerRollClass ASC
borrowerBarcode ASC

Ascending

Descending

←

→

↑

↓

Select the fields and directions you would like the report results to be sorted by.

Name:

Padlock Report 2022

Custom:

✓

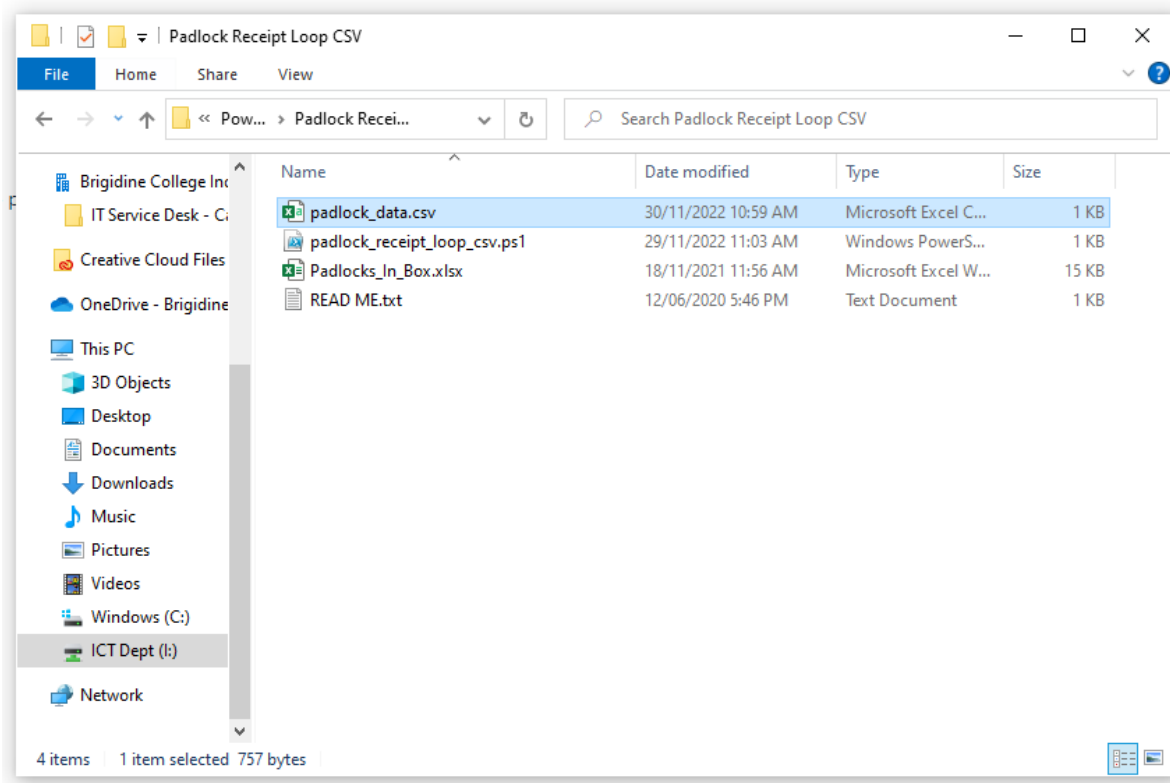
Type:

Normal

Then click the little arrow in the top left, which runs the report.

Download the report and open it.

Open File Explorer, navigate to the USB and open padlock_data.csv.

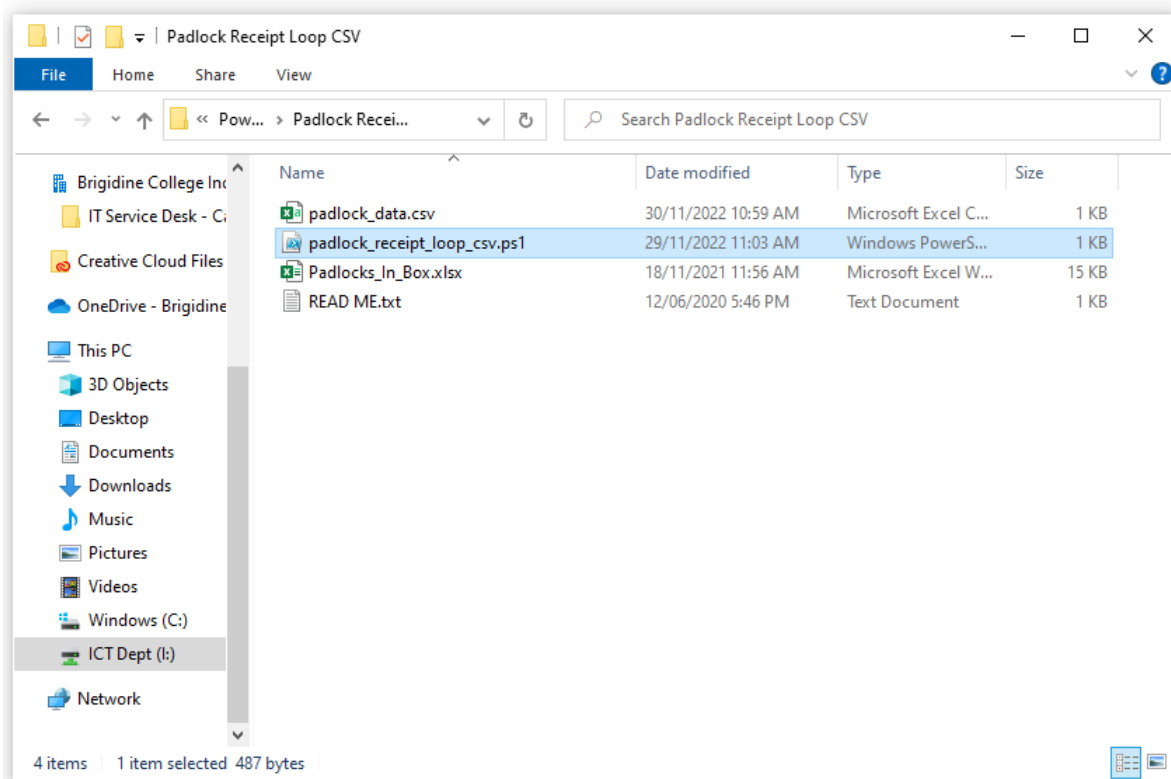


Once opened, there will be data in the first two columns. Delete that data, and copy & paste the first two columns from the report you generated into padlock_data.csv.

	A	B	C	D
1	barcode	code	first	last
2	PL4379831	103202		
3	PL4384347	32911		
4	PL4384349	12717		
5	PL4384351	313719		
6	PL4384359	310931		
7	PL4823335	361428		
8	PL4823337	21238		
9	PL4823385	230531		
10	PL4823389	372309		
11	PL4823389	70939		
12	PL4823390	12721		
13	PL4823391	50733		
14	PL4823393	83400		
15	PL5016411	21626		
16	PL5184503	243404		
17	PL5184504	301218		
18	PL5184506	301626		
19	PL5184567	382410		
20	PL5184792	111703		
21	PL5184794	133505		
22	PL5381691	283408		
23	PL5381696	250337		
24	PL5579715	22026		
25	PL5579720	71727		
26	PL5579720	71735		
27	PL5579722	260034		
28	PL5579722	241016		
29	PL5715212	60814		
30	PL5715214	361020		
31	PL5715317	123424		
32	PL5718417	102438		
33				

Save padlock_data.csv - it's okay to overwrite the original data you deleted.

Go back to File Explorer and the USB, select padlock_reciept_loop_csv.ps1. Right-click this file and select 'Run with Powershell'.



Receipt/s should print from your printer.