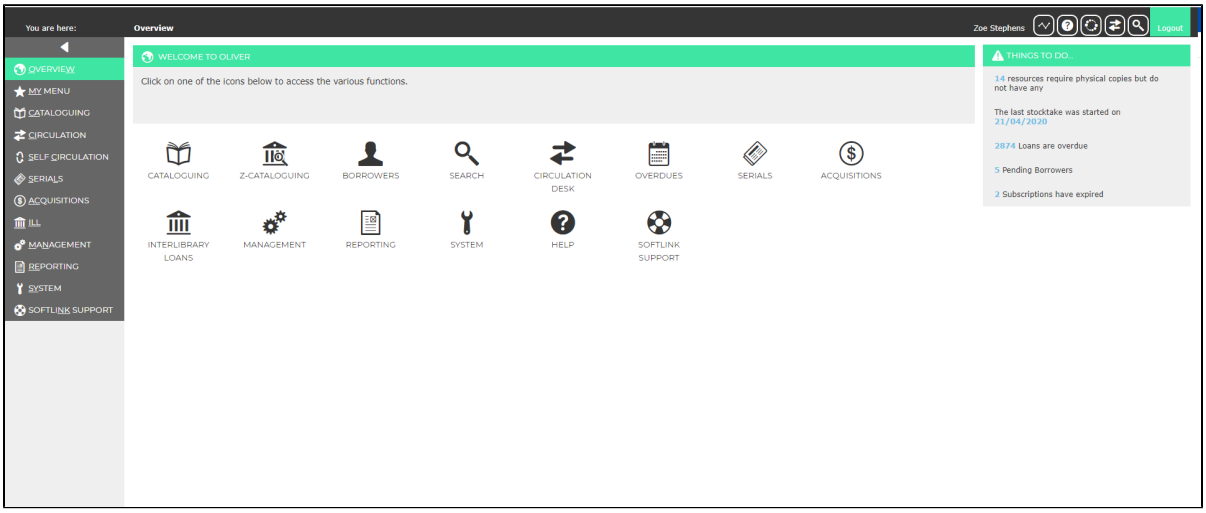
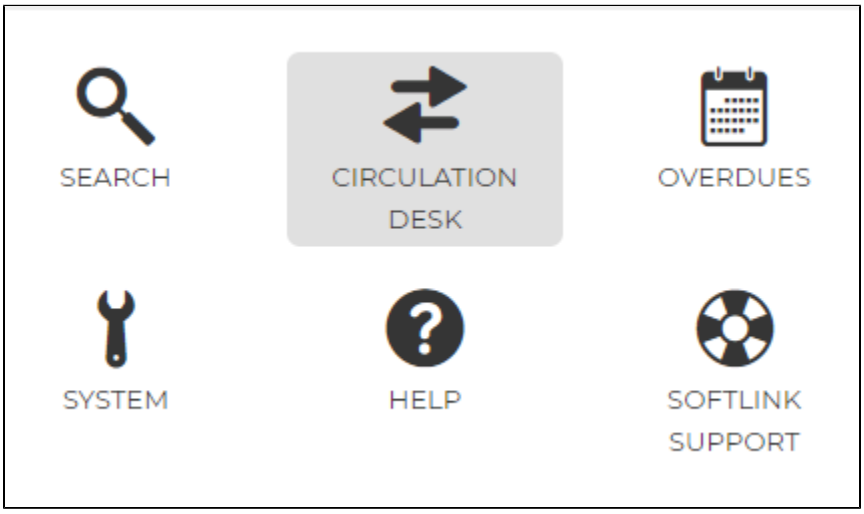
Borrowing out locks in Oliver

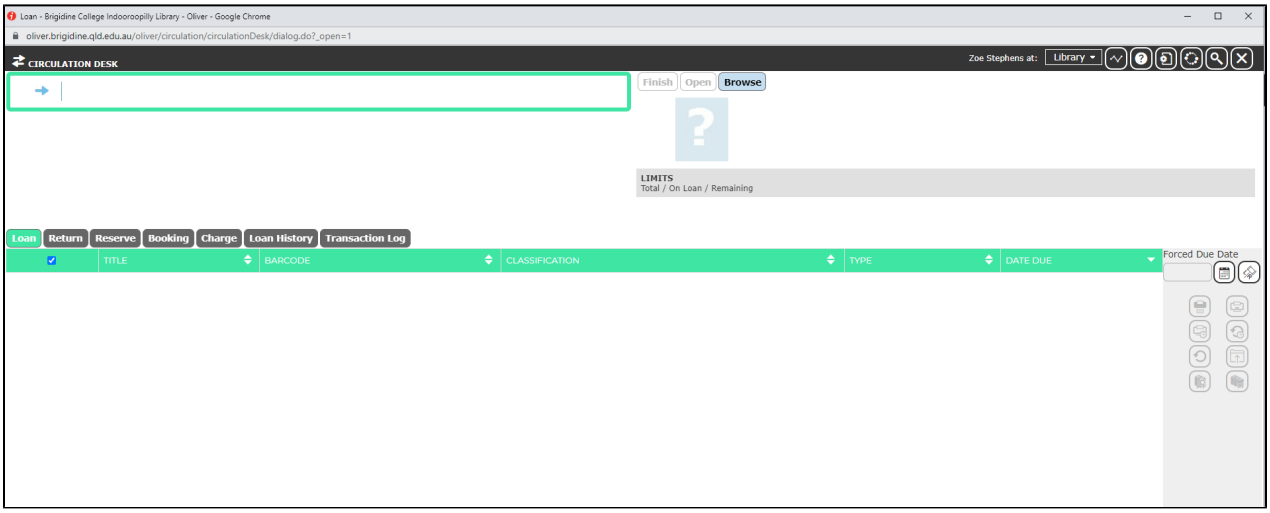
Upon logging into Oliver, one comes to this screen:



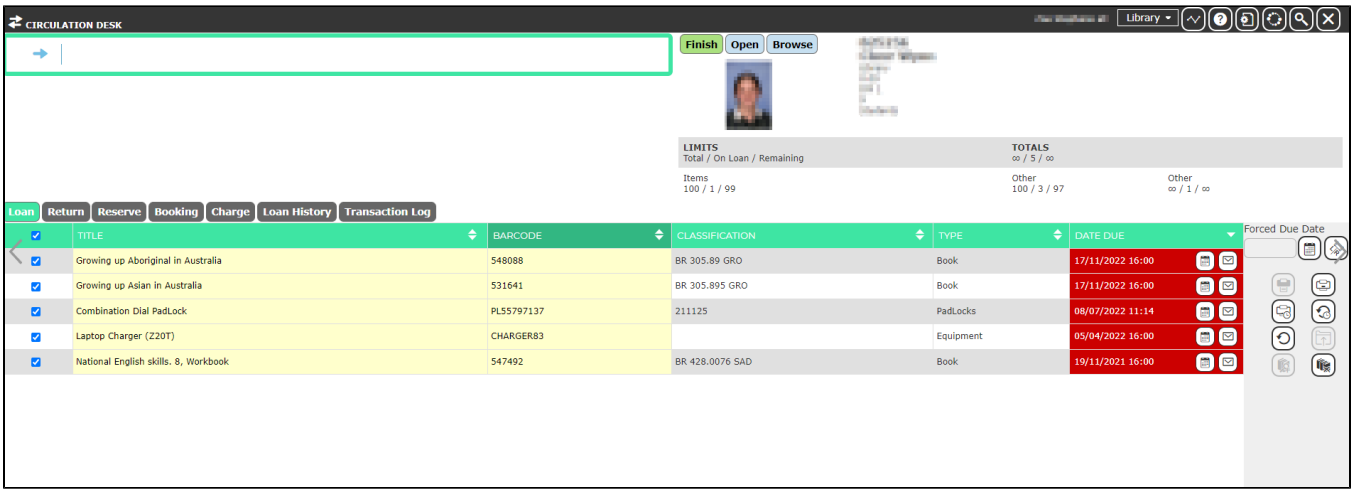
Click Circulation Desk:



This opens a new window like this:



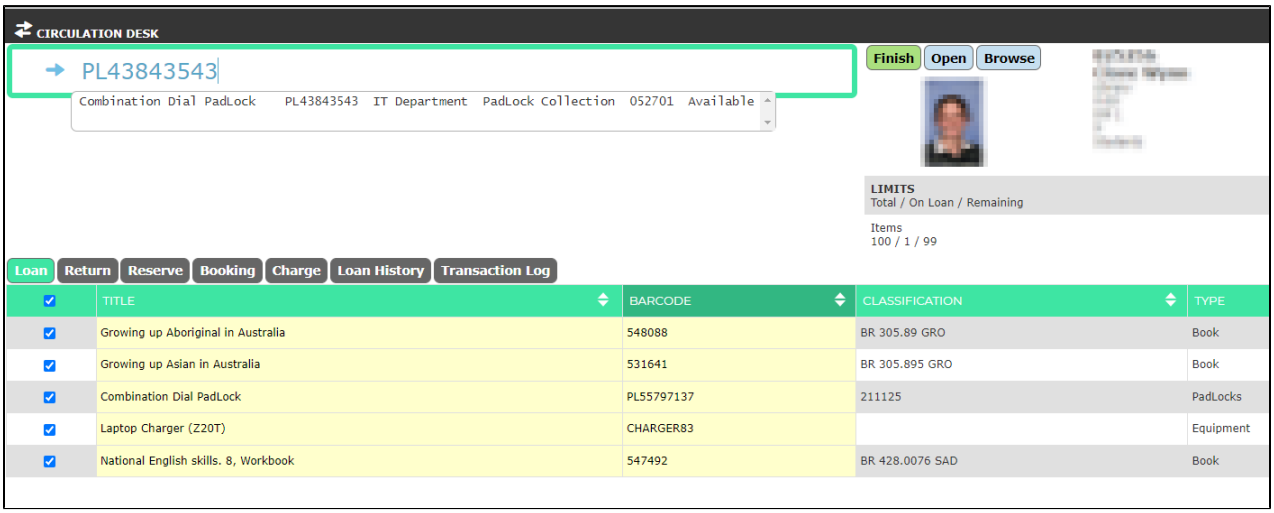
At this point, ask the student for their student number, and type it into the bar at the top. Ensure the cursor is blinking in the bar, before you type; it can deselect at random sometimes.



Once you're into the student's Oliver account, ensure the cursor is blinking in the top bar again and either:

a) type in the padlock's serial number and press enter, in this style: PL*serial number*

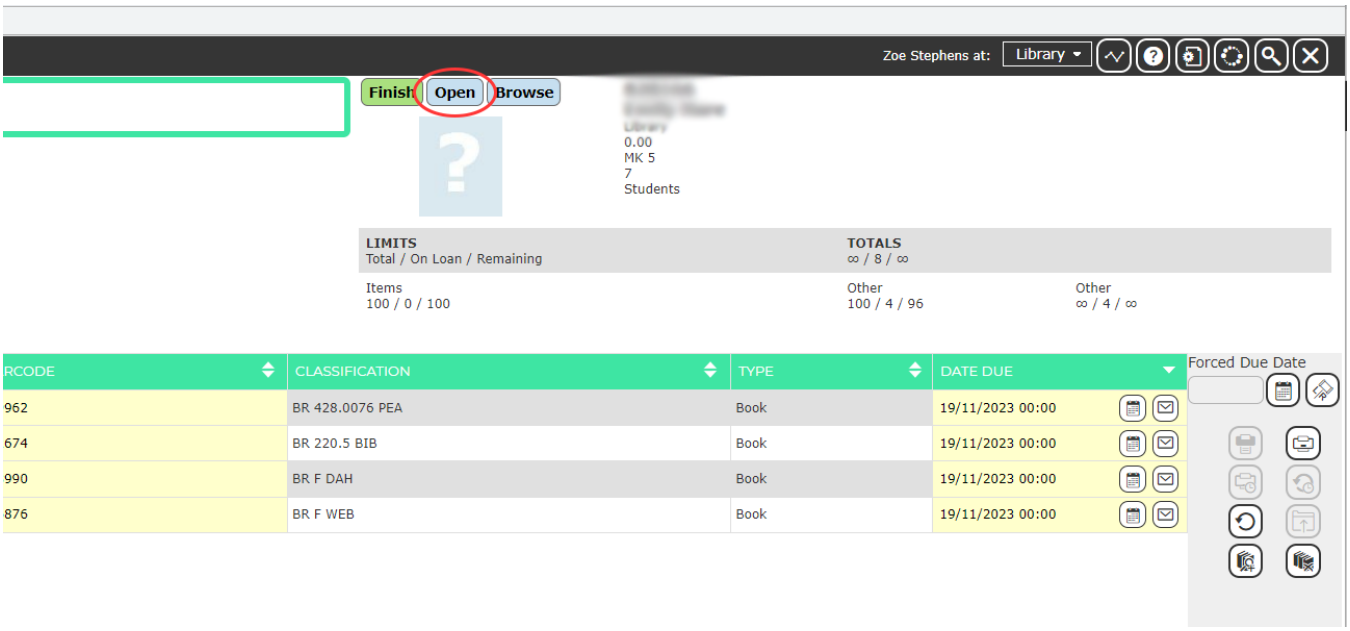
b) if the lock has a label on it, scan the barcode on the label



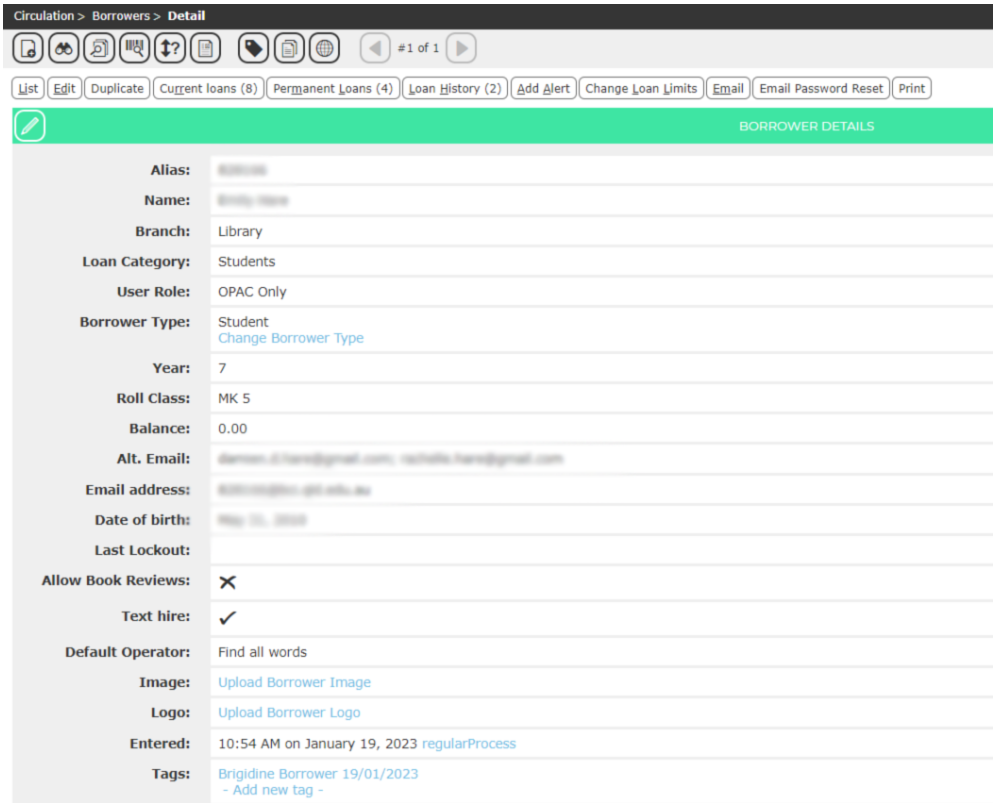
The student now has that lock assigned to them. When finished with the student, click the green 'Finish' button just above their name.

If their lock is not showing up on Oliver:

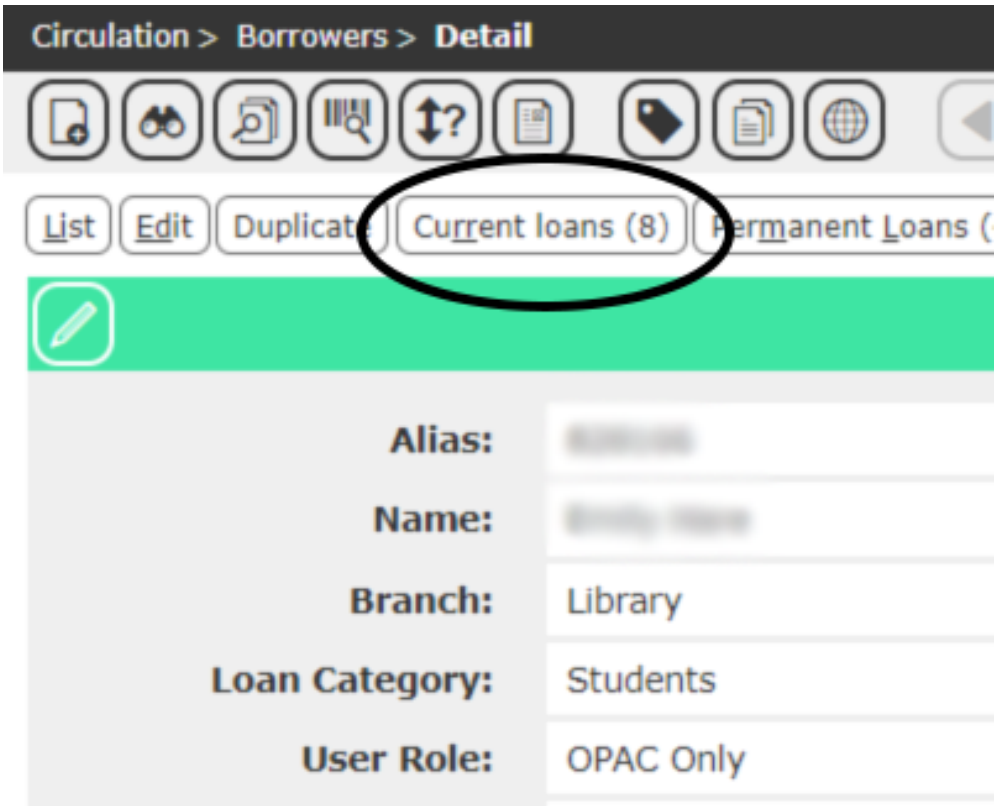
From the Loans window, you want to click 'Open' next to 'Finish':



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



Then click 'Current Loans' in the top bar:



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

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