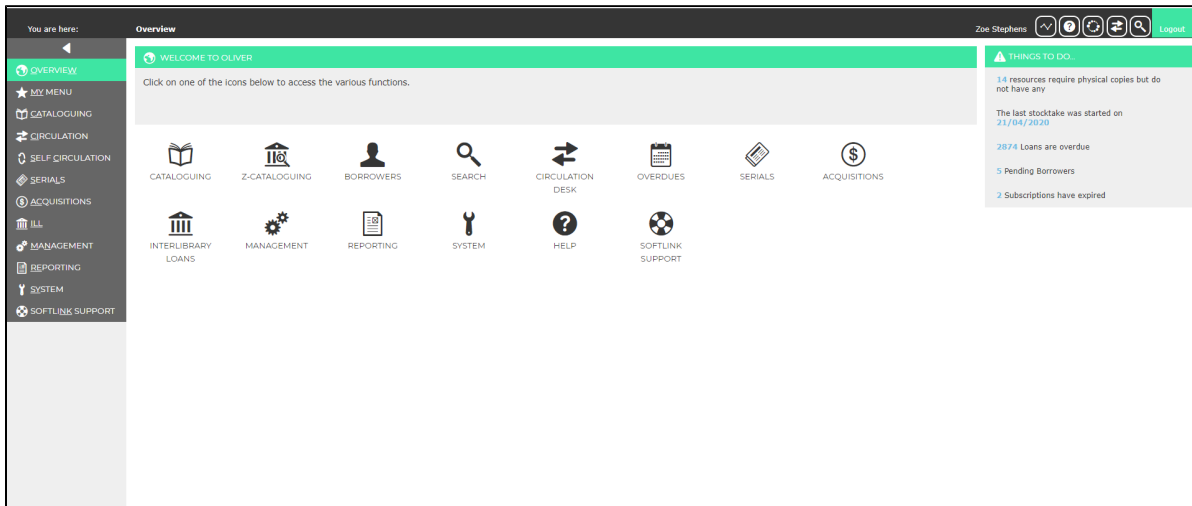
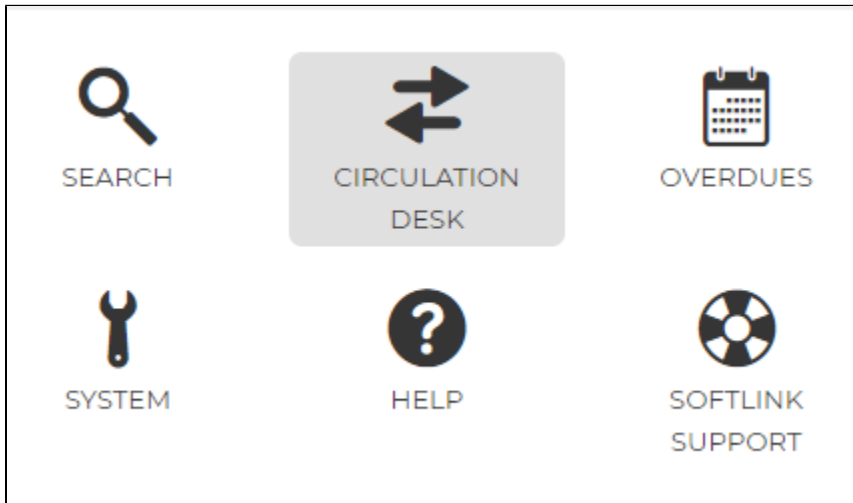


Borrowing out locks in Oliver

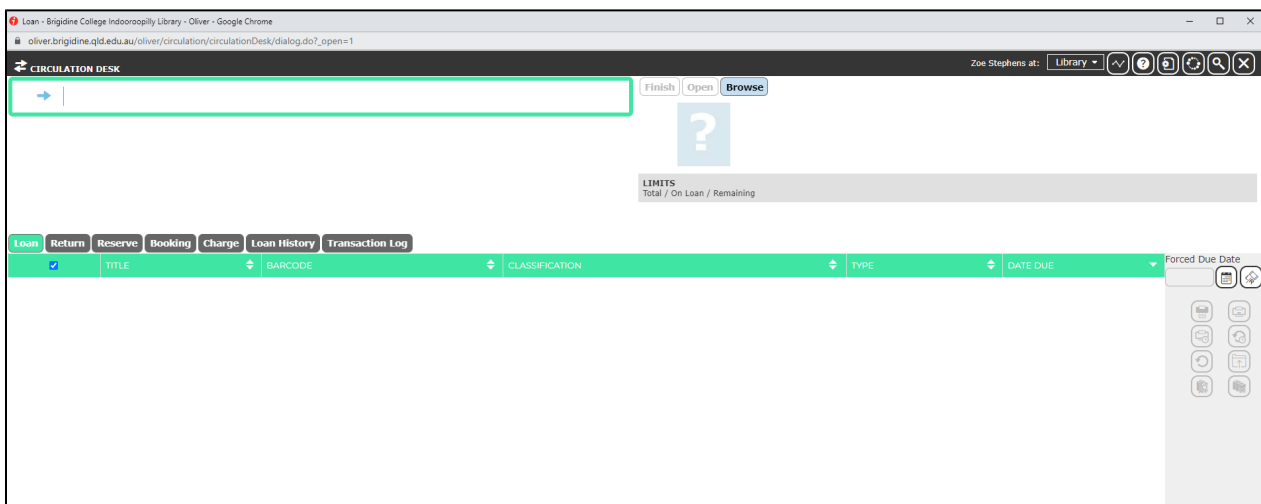
Upon logging into Oliver, one comes to this screen:



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.

CIRCULATION DESK

→ | Finish Open Browse



LIMITS
Total / On Loan / Remaining
Items 100 / 1 / 99

TOTALS
00 / 5 / 00
Other 100 / 3 / 97
Other 00 / 1 / 00

Loan Return Reserve Booking Charge Loan History Transaction Log

✓	TITLE	BARCODE	CLASSIFICATION	TYPE	DATE DUE	Forced Due Date
✓	Growing up Aboriginal in Australia	548088	BR 305.89 GRO	Book	17/11/2022 16:00	
✓	Growing up Asian in Australia	531641	BR 305.895 GRO	Book	17/11/2022 16:00	
✓	Combination Dial PadLock	PL55797137	211125	PadLocks	08/07/2022 11:14	
✓	Laptop Charger (Z20T)	CHARGER83		Equipment	05/04/2022 16:00	
✓	National English skills. 8, Workbook	547492	BR 428.0076 SAD	Book	19/11/2021 16:00	


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

- type in the padlock's serial number and press enter, in this style: PL*serial number*
- if the lock has a label on it, scan the barcode on the label

CIRCULATION DESK

→ PL43843543 Finish Open Browse

Combination Dial PadLock PL43843543 IT Department PadLock Collection 052701 Available



LIMITS
Total / On Loan / Remaining
Items 100 / 1 / 99

Loan Return Reserve Booking Charge Loan History Transaction Log

✓	TITLE	BARCODE	CLASSIFICATION	TYPE
✓	Growing up Aboriginal in Australia	548088	BR 305.89 GRO	Book
✓	Growing up Asian in Australia	531641	BR 305.895 GRO	Book
✓	Combination Dial PadLock	PL55797137	211125	PadLocks
✓	Laptop Charger (Z20T)	CHARGER83		Equipment
✓	National English skills. 8, Workbook	547492	BR 428.0076 SAD	Book

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':

Zoe Stephens at: Library

Finish **Open** Browse

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	
674	BR 220.5 BIB	Book	19/11/2023 00:00	
990	BR F DAH	Book	19/11/2023 00:00	
876	BR F WEB	Book	19/11/2023 00:00	

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

Circulation > Borrowers > Detail

#1 of 1

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:	BRIDGIDINE
Name:	BRIDGIDINE
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:	brigidine.borrows@gmail.com, brigidine.borrows@gmail.com
Email address:	brigidine.borrows@gmail.com
Date of birth:	May 11, 2008
Last Lockout:	
Allow Book Reviews:	X
Text hire:	✓
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

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&l 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