Circulation

Manage circulation transactions in OLIB

• **About circulation**
  
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  Discover an overview of circulation in OLIB.

• **Configure circulation**
  
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  Discover how to set up and configure circulation in OLIB.
  
  ◦ About circulation reference data
  ◦ Accruing fines
  ◦ Additional fields in circulation
  ◦ Automatic renewals
  ◦ Calendar
  ◦ Fines
  ◦ Loan and copy status
  ◦ Loan terms
  ◦ Postal loans
  ◦ Short loans configuration
  ◦ Transaction types
  ◦ Trap messages
  ◦ User photo

• **Configure reservations**
  
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  Learn how to set up and manage reservations in OLIB circulation.
  
  ◦ About reservations configuration
  ◦ Multiple locations and reservations rules
  ◦ Reservations parameters
  ◦ About reservations received notifications and rotas
  ◦ Configure reservations received notifications and rotas
Issues and returns

Discover how circulation transactions operate in OLIB.

◦ About the Circ. Desk screen
◦ Issues
◦ Returns
◦ Issues with selected return date
◦ In transit transactions
◦ Temporary loans
◦ Permanent loans
◦ Quick cataloguing
◦ Non loan returns
◦ Lost item returns
◦ Issue postal loan items
◦ Circulation transaction alerts

• Users and copies

Discover how to access user and copy details from the Circ. Desk in OLIB.

◦ View user details
◦ Print user loans
◦ View copy details
◦ Loan and user record alerts

• Renewals

Discover the circulation renewal options in OLIB.

◦ Renewals
◦ Renew all
◦ Unseen renewals

• Reservations

Discover how to process reserved items in OLIB.

◦ About reservations
Cancel reservations
- Check reservations
- Create copy reservations
- Create title reservations
- Hold a reservation
- OPAC reservations
- Prioritise reservations
- Reservations alerts
- Return and collect reserved items
- Use reservations received notices and rotas

• Recalls

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Discover how recalls are managed in OLIB.
- About recalls
- Configure recalls
- Recall alerts
- Use recalls

• Trap messages

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Discover how trap messages operate in OLIB circulation.
- Circulation messages
- Library defined trap messages
- Messages in Circ. Desk

• Library charges

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Discover how library fines and charges operate in OLIB.
- Manual charges
- Pay charges
- Print a receipt
- Waive charges

• Overdue notices

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Learn how overdue items can be managed in OLIB.

- About overdues
- Alerts for overdues
- Configure overdues
- Edit rtf notices
- Loan Terms and OLIB Defaults
- Overdue and recall sequences
- Overdue notices
- Single email attachment for multiple overdues