• Get started

Get started with OLIB Web

- OLIB basics
- Search options
- Add, edit and delete
- Workspaces, saved searches, folders

• Users

Manage users and staff users in OLIB

- Search and edit users
- Manage users
- User subscription services
- SDI

• Catalogue

Manage catalogue records in OLIB

- Search
- Title and copy details
- Additional details
- RDA
- Maintain the catalogue
- Stocktake

• Circulation

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

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

Manage library locations in OLIB

◦ About locations
◦ Calendar
◦ Locations
◦ Location Types, Areas and Address Types
◦ Shelves
◦ Sub-locations

• Folio

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

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