**OLIVER Circulation Procedures**

# Turn the computer on

* Press CTL ALT Delete as usual. Enter your user name and password.

Use this URL (add your school Oliver URL)

OR

* In shortcuts open OLIVER
* Enter the log on details

**User name: (add your school details)**

**Password: (add your school details)**

* You are now in OLIVER library.
* Press the button at top right with a purple arrow and a green arrow.
* You are now at OLIVER circulation desk.

**Warning notice** of issue with resource or loan. This needs to be answered to continue. (Use Mouse) Answer as you see appropriate, it might let you know a book is overdue, has been marked missing, on loan to another child etc.

Click in this window to scan student barcode/books. **You can type in students first or last name**

Student details



**Loan/Return tabs**. Switch between these buttons depending what you would like to do. **Type either their first or second name to begin borrowing for a student.**

**Scan barcode of book to return items.**

Student’s **current loans**. Note overdue books will be in red.

Loan/Return tabs. Switch between these buttons depending what you would like to do.

Student’s current loans. Note overdue books will be in red.