

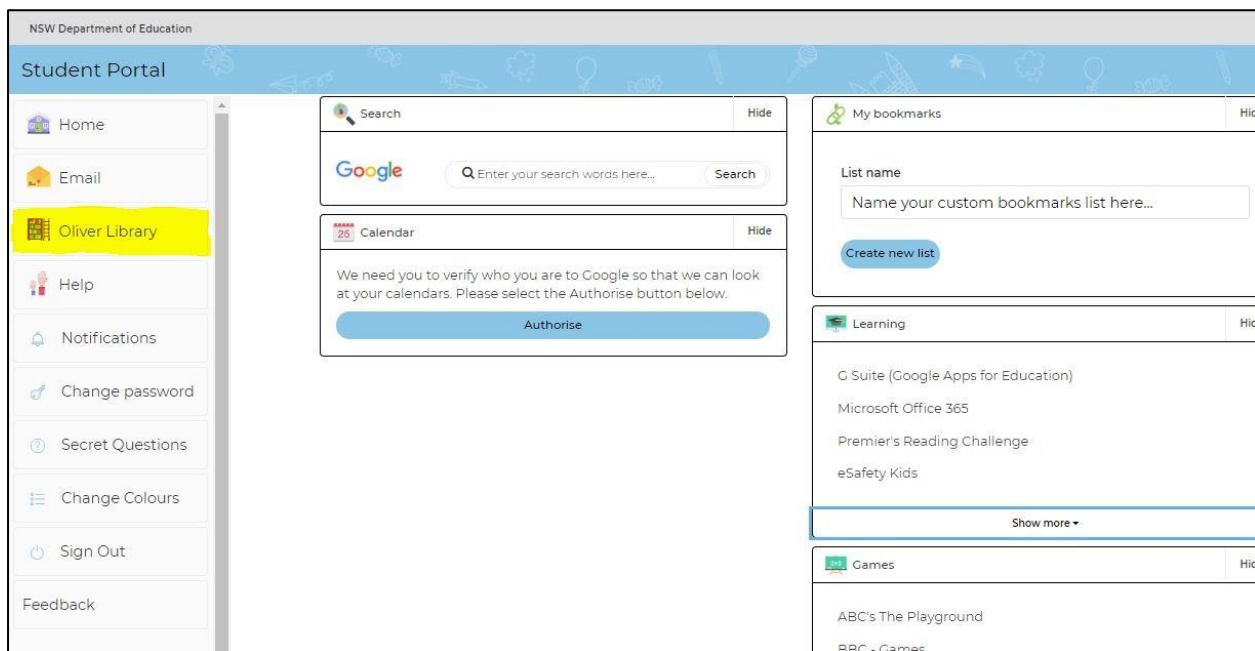
# How to reserve library books through OLIVER Library

This guide is for reserving books located in the school library through OLIVER Library in the DoE portal.

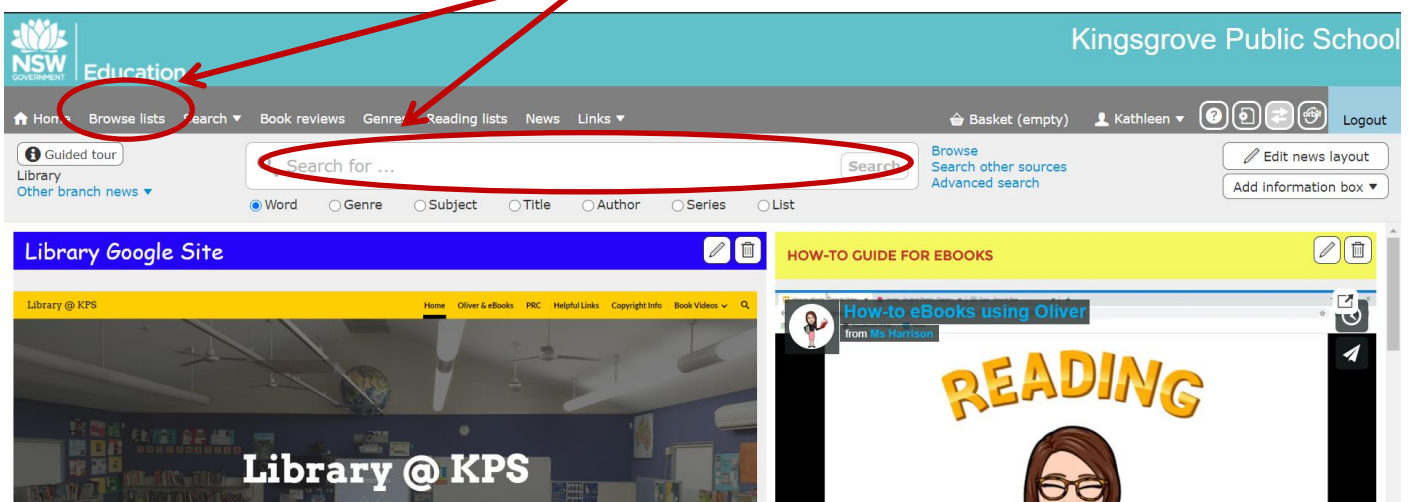
Physical books borrowed from the library are disinfected and quarantined for 24hrs upon return. Only the Teacher Librarian and select staff are to select books from the shelves to minimise handling of shared items.

A reserved items list will be collated once per day and distributed to students. Students may only borrow a maximum of 2 items at a time, and must return their books before another can be allocated. All books must be returned in a timely manner.

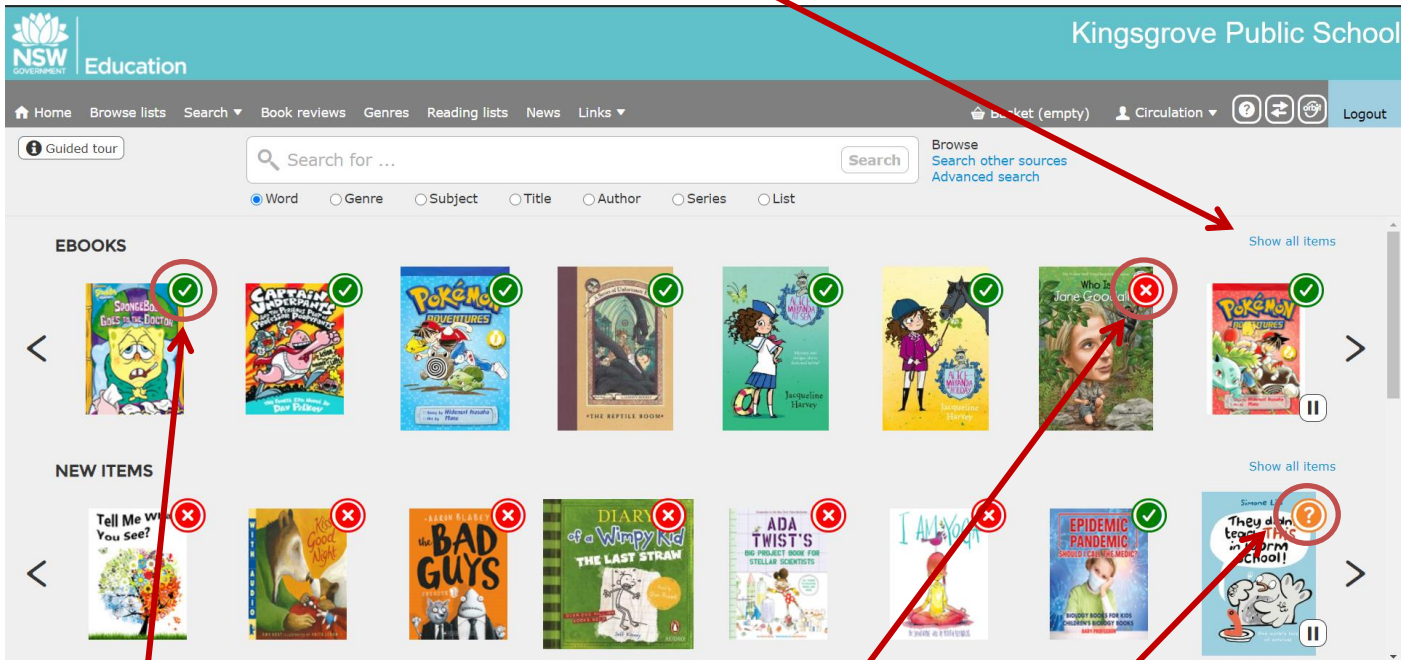
## 1. Open the Student Portal and click OLIVER Library:



## 2. Search for book or select Browse Lists:



### 3. Select a book from the list OR click **Show all items**:

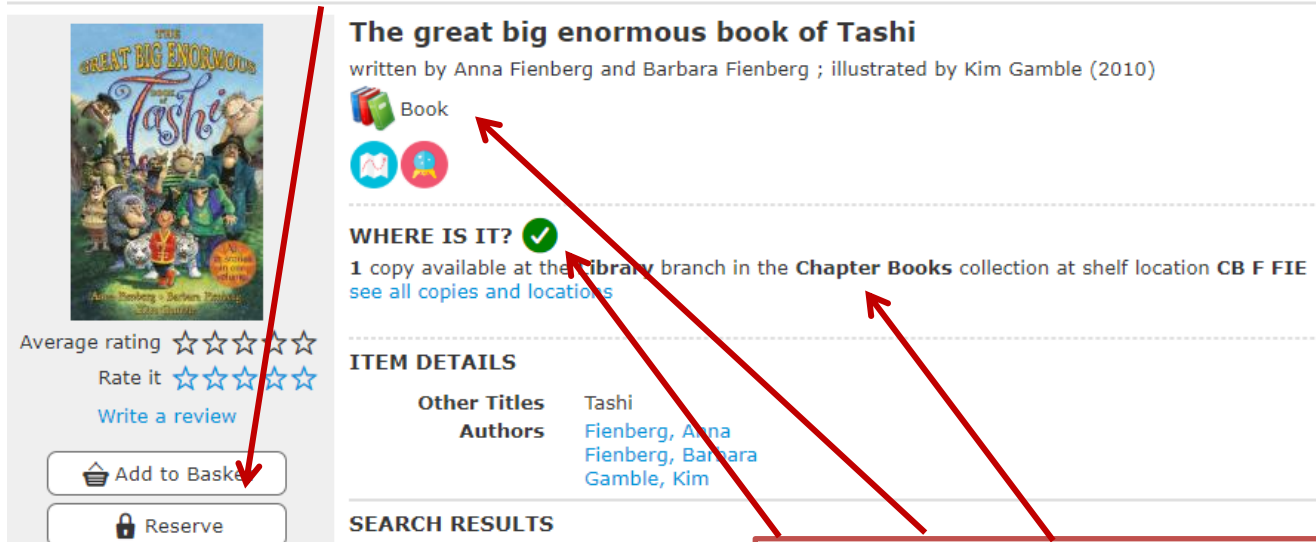


A **tick** means the book is **available** for reading.

A **cross** means it is not available and can be **placed on hold**.

A **question mark** means it is **missing** or the eBook is loading the status.

### 4. Click on a book and click **Reserve**



Check

- Is it a library book or an eBook?
- Is it available?
- Is it in my library? (check collection)



**Library collection locations:**

<b>Kingsgrove Road Campus (3-6)</b>	<b>Caroline Street Campus (K-2)</b>
<ul style="list-style-type: none"><li>• Chapter Books</li><li>• Senior Fiction</li><li>• Graphic Novels</li><li>• Picture Books</li><li>• Non-Fiction</li></ul>	<ul style="list-style-type: none"><li>• JUNIOR Fiction</li><li>• JUNIOR Non-Fiction</li><li>• JUNIOR Chapter Books</li></ul>

NOTE: Books from opposite campus can be reserved but may take longer to arrive according to Teacher Librarian timetable and availability.

**5. Check loans and reservations:**

The screenshot displays the library website interface. At the top, there is a navigation bar with 'NSW Education' and 'Kingsgrove Public School' logos. Below this is a search bar and a 'Circulation' dropdown menu. The 'Loans' option in the dropdown menu is circled in red, and a red arrow points to it from the text '5. Check loans and reservations:'. The page also features a 'Library Google Site' section and a 'HOW-TO GUIDE FOR EBOOKS' section.