



Mandarin Oasis™

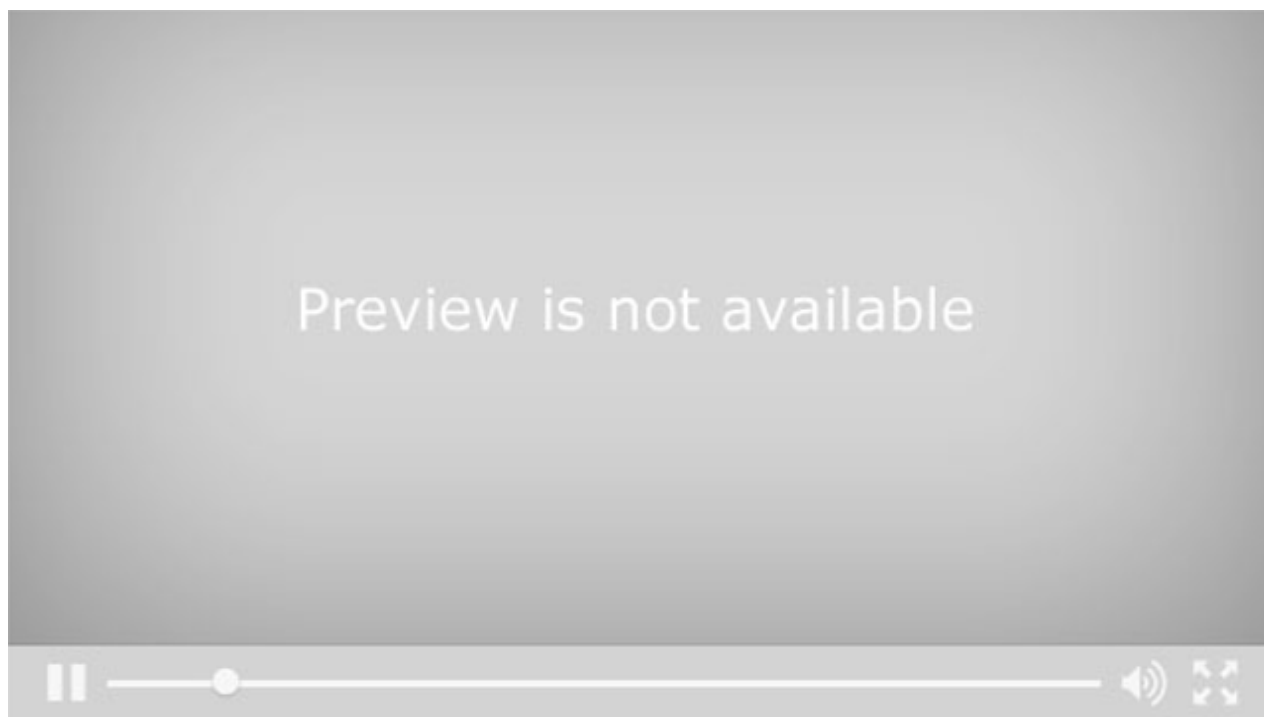
Daily Use Handbook ver 2.9.1
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Mandarin Oasis

Mandarin Oasis is a Web-based library management system that allows users to access library resources through any workstation with a Web browser, anywhere at anytime.





Getting Started with Oasis

This Daily Use Handbook guides you through routine library tasks using the Mandarin Oasis library management system. This handbook is designed to supplement training by providing simple, step-by-step instructions for common procedures in Oasis Circulation and Catalog. It also includes daily maintenance tasks that should only be performed by an authorized administrator. For detailed instructions on the procedures included in this handbook, as well as procedures not included in this handbook, refer to the Mandarin Oasis Users Guide and the Oasis online Help.

Mandarin customers have permission to reproduce any or all of this Daily Use Handbook for instructional purposes.

The Oasis Interface

To display Mandarin Oasis correctly, set your monitor's resolution to 1024x768 or higher. If you need instructions, refer to your Windows documentation.

Patrons and library staff can launch Mandarin Oasis by entering the Web address in their browser's address bar or clicking a link provided by the library. When Oasis is launched, the Catalog page displays.

The Mandarin Oasis interface has two modes: Patron Mode and Librarian Mode.

Patron Mode only allows the viewing and searching of records in the [Catalog](#). Librarian Mode allows access to library functions such as Cataloging, [Circulation](#), Group Editor, Inventory, and [Reports](#). The level of access for each of these functions is granted in Group Editor.

Patron Mode



Librarian Mode





The Oasis Interface

Patron Mode

If a patron signs in to Mandarin Oasis, or if no one signs in, the interface displays in Patron Mode with only the Catalog visible. In this mode, no data can be modified.



1 My Account

My Account

Click to **Sign In** in to Oasis

Librarian Mode

When someone signs in to Mandarin Oasis with librarian or administrator rights, Oasis displays the tabs and side menu options for all library functions that person has permission to access.

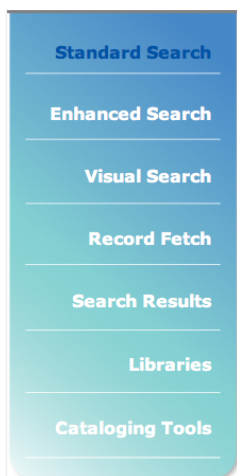


1 Tabs



For all library functions

2 Side Menu



For all library functions

Using Circulation

This chapter describes:

- How to set up the circulation schedule for your library, including closed dates and hours of operation.
- How to conduct circulation transactions, including loans, returns, renewals, reserves and holds, bookings, and fines.
- How to change the system date.

Note: Some features described in this chapter may have been disabled by your system administrator, or you may not have permission to access them.

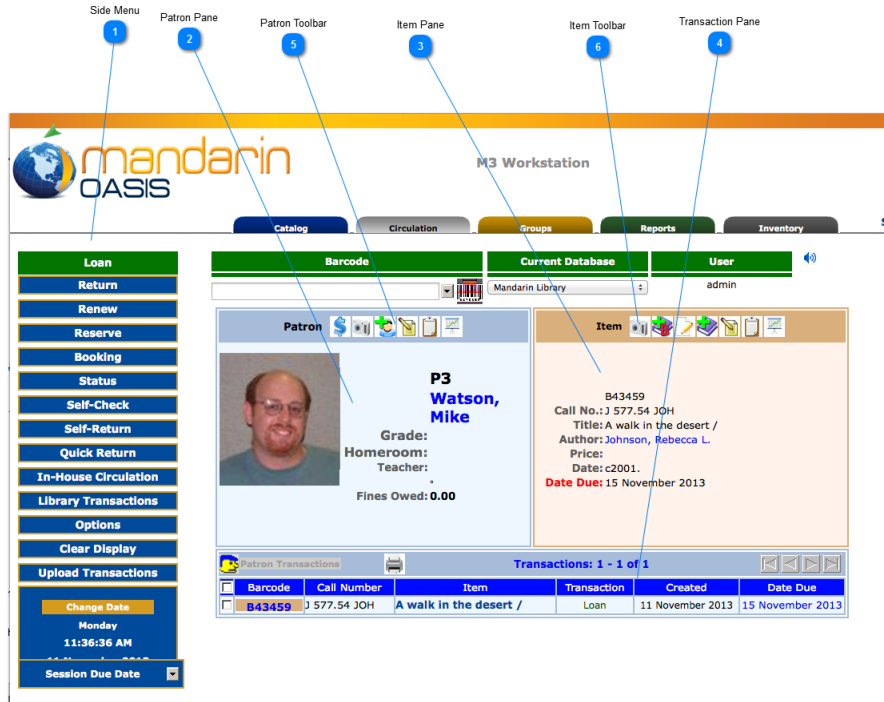
Signing In to Circulation

In order to use Circulation, you must sign in to the Catalog with the appropriate permissions.

1. Click the **Sign In** link that appears on the right side of most pages in the Catalog.
2. Type your login name in the **Login Name/Barcode** box.
3. In the **Password** box, type your password.
4. Click **Sign In**. Oasis displays the tabs for all library functions that you have permission to access.
5. Click the **Circulation** tab at the top of the page.

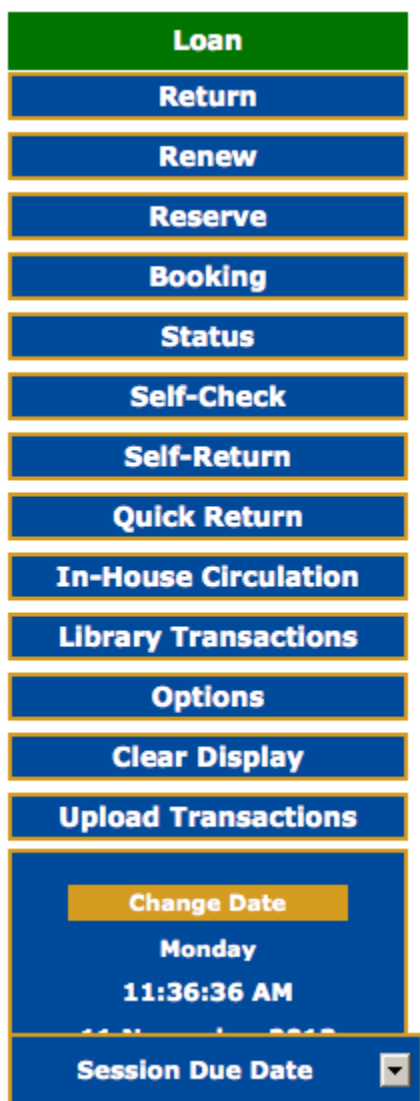
NOTE: If you need to sign out, click the **Catalog** tab and then click the **Sign Out** link on the right.

Circulation Features



The screenshot displays the Mandarin OASIS M3 Workstation interface. The top navigation bar includes 'Catalog', 'Circulation', 'Groups', 'Reports', and 'Inventory'. The 'Circulation' section is active, showing a 'Patron' pane with a photo of Mike Watson (P3) and an 'Item' pane for 'A walk in the desert / Johnson, Rebecca L.' (B43459). A 'Transaction' pane at the bottom shows a loan transaction for the item on 11 November 2013, due 15 November 2013. A side menu on the left lists various circulation functions like 'Loan', 'Return', 'Renew', etc.

1 Side Menu






Circulation side menu – Contains options for conducting transactions, configuring the schedule, docking the side menu right or left, clearing the display, and changing the system date.

2

Patron Pane

Patron






P3
Watson, Mike
Grade:
Homeroom:
Teacher:
•
Fines Owed: 0.00


Patron pane – Displays information about the selected patron. The type of information displayed in this pane is customizable, but typically contains data such as the patron name, ID number, address, phone number, and current transaction information.

3 Item Pane

Item








B43459

Call No.: J 577.54 JOH

Title: A walk in the desert /

Author: Johnson, Rebecca L.

Price:

Date: c2001.

Date Due: 15 November 2013

Item pane – Displays information about the selected item. As with the Patron pane, the type of information displayed here can be configured, but typically contains data such as the call number, title, author, and current transaction information.

4 Transaction Pane

Patron Transactions		Transactions: 1 - 1 of 1			
Barcode	Call Number	Item	Transaction	Created	Date Due
B43459	J 577.54 JOH	A walk in the desert /	Loan	11 November 2013	15 November 2013

5

Patron Toolbar



Patron Toolbar allow you to apply Payments, Attach/Modify Picture, Create New Patron Record, Edit Patron Record, Post Message, Display Patron History

6

Item Toolbar



Item Toolbar allow you to Attach/Modify Picture, Create New Bibliographic Record, Edit Bibliographic Record, Create New Holding Record, Edit Holding Record, Attach Message, Display Item History

Setting Up the Schedule

Before using Circulation, you should set up your library's system schedule. You can set up multiple schedules to accommodate different times of the year. For example, your summer schedule may differ from the rest of the year.

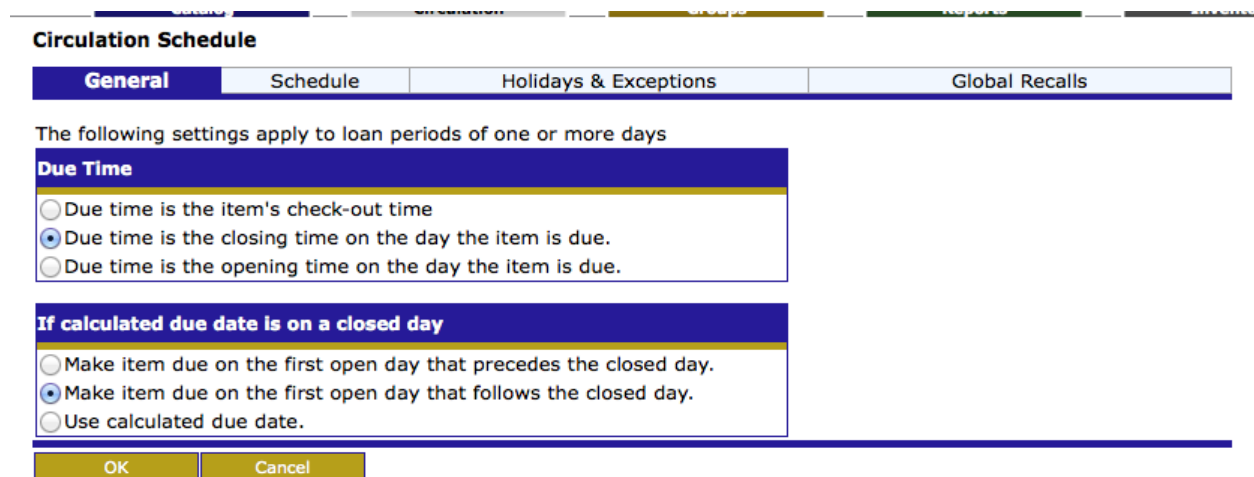
To set up your library circulation schedule:

On the side menu, click **Options/Schedule**. This displays the Circulation Schedule page with four tabs. Enter the appropriate information in each tab as described in the following sections.

General Tab

In this tab, establish general loan period rules.

1. Under **Due Time**, click the option appropriate for your library.
2. Under **If calculated due date is on a closed day**, click the option appropriate for your library.
3. When finished, click the **Schedule** tab.



The screenshot shows the 'Circulation Schedule' window with the 'General' tab selected. The window has four tabs: 'General', 'Schedule', 'Holidays & Exceptions', and 'Global Recalls'. Below the tabs, a message states: 'The following settings apply to loan periods of one or more days'. There are two sections with radio button options:

Due Time

- ☐ Due time is the item's check-out time
- ☒ Due time is the closing time on the day the item is due.
- ☐ Due time is the opening time on the day the item is due.

If calculated due date is on a closed day

- ☐ Make item due on the first open day that precedes the closed day.
- ☒ Make item due on the first open day that follows the closed day.
- ☐ Use calculated due date.

At the bottom are 'OK' and 'Cancel' buttons.

Schedule Tab

In this tab, establish periods and indicate your library's open and closed days. You can create multiple schedules to apply to different times of the year.

1. Under **Period**, specify this schedule's starting date and end date. To do so, click **Add**. This enters a new line. Modify the **From** and **To** dates by clicking the date arrows and selecting the desired dates in the calendar.
2. Under **Day**, click the **Mon** arrow, and then click **Open** or **Closed**. Repeat for all days of the week.
3. Under **Circulation Hours**, select the **Start Time** and **End Time** for each day of the week that you are open. To do so, click a time arrow and select the time.

NOTE: If you want to create an additional schedule, wait until you have completed the Holidays & Exceptions tab and the Global Recalls tab for this schedule.

4. When finished, click the **Holidays & Exceptions** tab.

Circulation Schedule

General		Schedule	Holidays & Exceptions	Global Recalls
Period		Day	Circulation Hours	
From	To		Start Time	End Time
<input checked="" type="radio"/> 01 January 2010	13 March 2015	Mon	Open	08:00 AM 05:00 PM
<input type="radio"/> 01 January 2010	31 December 2014	Tue	Open	08:00 AM 05:00 PM
<input type="radio"/> 01 January 2010	31 December 2014	Wed	Open	08:00 AM 05:00 PM
<input type="radio"/> 01 January 2010	31 December 2014	Thu	Open	08:00 AM 05:00 PM
<input type="radio"/> 01 January 2010	31 December 2014	Fri	Open	08:00 AM 05:00 PM
<input type="radio"/> 01 January 2010	31 December 2014	Sat	Closed	
<input type="radio"/> 01 January 2010	31 December 2014	Sun	Closed	
<input type="radio"/> 01 January 2010	31 December 2014			
<input type="radio"/> 01 January 2010	31 December 2014			
<input type="radio"/> 01 January 2010	31 December 2014			
<input type="radio"/> 01 January 2010	31 December 2014			
<input type="radio"/> 01 January 2010	31 December 2014			
<input type="button" value="Add"/> <input type="button" value="Remove"/>				
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

Holidays & Exceptions Tab

In this tab, eliminate or add irregular dates within the schedule you created in the Schedule tab.

1. Click **Add**. This enters a new line.
2. Enter information for the exception date as follows:
 - A. Select the **R** check box if this exception date should repeat every year. This would be appropriate for holidays that always occur on the same date each year, such as New Year's Day.
 - B. In the date box under **Date & Status**, enter the exception date by clicking the date arrow and selecting the desired date in the calendar.
 - C. In the box beside the date box, select **Open** or **Closed** to indicate whether the library is open or closed on the date entered in step B.
 - D. If you selected **Open** in step C, enter the **Start Time** and **End Time** for this exception day by clicking a time arrow and selecting the time. If you clicked **Closed** in step C, no times can be entered.
 - E. In the **Description** box, type any information necessary to clarify this exception date.
3. To enter more dates, click **Add** and repeat step 2.
4. When finished, click the **Global Recalls** tab.

Circulation Schedule

General		Schedule	Holidays & Exceptions	Global Recalls
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				
<input type="button" value="Add"/>				
<input checked="" type="checkbox"/> R	Date & Status	Circulation Hours	Description	
		Start TimeEnd Time		

R=Repeating Exceptions

Global Recalls Tab

In this tab, specify the date all items have to be back in the library, such as the end of a school term or an inventory date.


Setting Up the Schedule

1. Click **Add**. This enters a new line.
2. Enter information for the closing date as follows:
 - A. Select the **R** check box if this closing date should repeat every year.
 - B. Under **Recall Dates**, enter the closing date by clicking the date arrow and selecting the desired date in the calendar.
 - C. In the **Description** box, type any text necessary to clarify this closing date.
3. To enter more dates, click **Add** and repeat step 2.
4. When finished, click **OK**.
5. If you want to add another circulation period (such as a “summer hours” schedule), repeat the procedures for the Schedule, Holidays & Exceptions, and **Global Recalls** tabs.




















Circulation Schedule

General	Schedule	Holidays & Exceptions	Global Recalls
<div> <div>R Recall Dates</div> <div>Description</div> </div> <div> <div>Add</div> </div> <div>R=Repeating Recall Dates</div> <div> <div>OK</div> <div>Cancel</div> </div>			

Circulation Settings

Several configuration settings are available to customize Circulation. Defaults options are good enough for most users. To change the Circulation settings click the **Expand** button  located on top of each group.

Click **Apply** after a change has been done.



Return Renewal Operations   <div>Apply</div>	
Convert claimed never had to missing 	<input type="checkbox"/>
Convert claimed returned to missing 	<input type="checkbox"/>
Allow return at other location 	<input checked="" type="checkbox"/>
Set In-Transit status for return at other locations 	<input type="checkbox"/>
Hold/reserve send to patron's home location 	<input type="checkbox"/>
Convert reserve to hold for In-Transit items 	<input checked="" type="checkbox"/>
Allow return of damaged items at other locations 	<input checked="" type="checkbox"/>
Allow return of Claimed Never Had items at other locations 	<input checked="" type="checkbox"/>
Allow return of Claimed Returned items at other locations 	<input checked="" type="checkbox"/>
Allow return of Lost/Missing items at other locations 	<input checked="" type="checkbox"/>
Transfer holdings to returned location 	<input type="checkbox"/>
Generate fines for overdue returned items 	<input checked="" type="checkbox"/>
Exclude closed days from fine calculation 	<input checked="" type="checkbox"/>
Default overdue returned item transaction fee 	<input type="text" value="0.00"/>
Enable suspend transaction 	<input checked="" type="checkbox"/>
Fines total more than 	<input type="text" value="5.00"/>
Overdues more than 	<input type="text" value="99"/>
Configure the settings relating to return and/or renewal operations, such as allowing return at other location, in-transit processing, etc.	


Return Renewal Operations


Configure the settings relating to return and/or renewal operations, such as allowing return at other location, in-transit processing, etc.


Setting Up the Schedule


Convert claimed never had to missing	Select this option to convert the status to MISSING for Items patrons claimed Never Had.
Convert claimed returned to missing	Select this option to convert the status to MISSING for Items patrons claimed returned.
Allow return at other location	Enables accepting return of items belonging to other libraries (organizations).
Set In-Transit status for return at other locations	If enabled, items returned at other locations will have their status set to In-Transit and send to the owning organization.
Hold/reserve send to patron's home location	For items returned at other locations, if there are holds/reserves send the items in-transit to the patrons home locations
Convert reserve to hold for In-Transit items	For items returned at other locations, convert reserves to holds before sending the items in-transit to the patrons home locations
Allow return of damaged items at other locations	Allow return of Claimed Never Had items at other locations.
Allow return of Claimed Never Had items at other locations	Check this option to accept return of Claimed Never Had items at other locations
Allow return of Claimed Returned items at other locations	Check this option to accept return of Claimed Returned items at other locations.
Allow return of Lost/Missing items at other locations	Check this option to accept return of Lost/Missing items at other locations.
Transfer holdings to returned location	Items returned at other locations will be transferred to the returned locations. Returned location will be the home/owning location.
Generate fines for overdue returned items	Turns on/off generation of fines for returned overdue items.
Exclude closed days from fine calculation	Exclude from the fine calculation the days the library is closed during the given loan period.
Default overdue returned item transaction fee	This late fee is added to all overdue returned items on top of any calculated overdue fine amount.
Enable suspend transaction	Enable suspend transaction if patron fines amount or overdue transaction count exceed the preset amount.
Fines total more than	Suspend transaction if the patron fines amount exceeds this amount.
Overdues more than	Suspend transaction if the patron overdue transaction count exceeds this amount.


Barcode Pre-Processing  


Enable barcode pre-processing  ☐


Enable removal of leading zeroes 


Number of leading zeroes to remove 


Remove leading zeroes task priority 


Enable removal of trailing characters 


Number of trailing characters to remove 


Remove Trailing Characters Priority 


Enable remove prefix 


The prefix(es) to Remove 


Remove prefix task priority 


Add specified prefix 


The prefix to add 

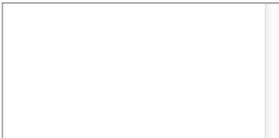
Add prefix task priority 


Conditional add prefix 


Add prefix condition 

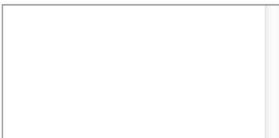
Use substitution list 

Add prefix substitution list 



Use retry without adding prefix list 

Exclude organization list 





Barcode Pre-Processing	These settings instruct Circulation how to massage the raw barcode string into the desire form before submitting the query to the server.
Enable barcode pre-processing	Enable the pre-processing of the raw entered barcodes before querying the server. Often used to add/remove characters due to scanners peculiarities.
Enable removal of leading zeroes	Enable removing leading zeroes from the entered raw barcodes.
Number of leading zeroes to remove	Maximun number of leading zeroes to remove from the raw entered barcode. Enter 0(zero) to remove all leading zeroes.
Remove leading zeroes task priority	The task priority (1-6) is the order in which removal of the leading zeroes will take place.

Setting Up the Schedule

Enable removal of trailing characters	Enable removing trailing characters from the entered raw barcodes.
Number of trailing characters to remove	The number of trailing characters to remove from the entered barcode.
Remove Trailing Characters Priority	The task priority (1-6) is the order in which the removing of trailings characters will take place.
Enable remove prefix	Enable removing prefixes from the entered raw barcodes.
The prefix(es) to Remove	Enter one or more prefix separated with semicolon(;) to be removed from the entered barcodes
Remove prefix task priority	The task priority (1-6) is the order in which the remove prefix will take place.
Add specified prefix	Add the specified prefix to all entered barcode.
The prefix to add	Enter here the prfix to add to the barcodes.
Add prefix task priority	The task priority (1-6) is the order in which the add prefix will take place.
Conditional add prefix	Add a prefix to the barcode based on the current user or workstation organization symbol. In addition, a substitution list can also be provided.
Add prefix condition	Use either the user or workstation organization symbol as the prefix or as the condition for substitution.
Use substitution list	Enables getting the prefix text from the substitution list. For any symbol matching the condition, add the corrsponding prefix text.
Add prefix substitution list	The list of organization symbols and the corresponding prefixes. Select an Organization, enter prefix text and click on ADD.
(EMPTY)	To force a prefix for user or workstation with empty organization symbol, select [EMPTY] and specify the prefix.
(ADD) (REMOVE)	To exclude an organization from adding a prefix, select the organization and set the prefix to one or more blank spaces.

Setting Up the Schedule

Use retry without adding prefix list	Re-try without adding prefix for those organizations in the list if fetching barcode fails.
Exclude organization list	The list of organizations to retry without adding the prefix if fetching the barcode fails.
Conditional add prefix task priority	The task priority (1-6) is the order in which the conditional add prefix will take place.
Make entered barcode fixed length	Make all entered barcodes of a fixed length by padding or removing characters as configured.
Length of the barcode	The number of characters to make the entered barcodes.
Pad leading characters	Make the barcodes a fixed length by padding the leading characters. Otherwise pad trailing characters.
Padding character	The character to used to pad the barcodes when the entered barcodes are shorter than the required length.
Remove leading characters	Make the barcodes a fixed length by removing the leading characters. Otherwise remove trailing characters.
Make fixed length task priority	The task priority (1-6) is the order in which the make fixed length will take place.

Miscellaneous Settings



Enable sound
☒

Delete bibliographic when last holding is deleted
☒

Print checkout transaction receipt
☒

Print patron's name in transaction receipt
☒

Receipt printing header

Receipt printing footer

Disable history options
☐

Skip transaction overrides Self Mode
☒

Self Mode overrides max fine amount

Self Mode overrides max overdues count

Allow reserve transactions on In-Process items
☐

Display and process entered barcodes in upper case
☒

Display patron current statistics
☐

Display patron expiration alert days

Display item current statistics
☐

Enable view patron records detail
☐

Enable view item records detail
☐

Show related image in Transaction panes
☐

Enable Circulation display timeout
☐

Display timeout period (seconds)

Max number of transactions per page

Library transactions show max per page

Patron phone number source field

Patron email address source field

Library display location type

Suppress 411 messages
☐

Time Zone

Email service type for notification

Miscellaneous Settings	Provides many options to enhance Circulation customization.
Enable sound	Enable playing sound file at the end of each operation.
Delete bibliographic when last holding is deleted	Delete the bibliographic record when the last attached holding record is deleted.
Print checkout transaction receipt	Enables printing receipt for loan transactions.
Print patron's name in transaction receipt	Enables printing the patron's name when printing receipts. Otherwise the name is masked.
Receipt printing header	The header to print in the receipt. Leave blank if no header is desired.
Receipt printing footer	The footer to print in the receipt. Leave blank if no footer is desired.
Disable history options	Checking this option will disable the history menu options for both patron and item.
Skip transaction overrides Self Mode	Skip transaction overrides in Self Mode. Overrides are NOT waived, instead the transactions are cancelled.

Setting Up the Schedule

Self Mode overrides max fine amount	This is the maximum fine amount the patron may owe before blocking the transactions in Self Mode when the skip override flag is off.
Self Mode overrides max overdues count	This is the maximum number of overdue loans the patron may have before blocking the transactions in Self Mode when the skip override flag is off.
Allow reserve transactions on In-Process items	Allow reserve transactions on items with In-Process status.
Display and process entered barcodes in upper case	Display and process entered barcodes in upper case.
Display patron current statistics	Display the patron current statistics (number of items currently on loan, on hold, on reserve, fines, etc.
Display patron expiration alert days	The number of days before the patron expiration to display notification alert.
Display item current statistics	Display the item current statistics (number reserves, bookings, fines, etc.
Enable view patron records detail	Enables the option to view all the patron records (patron, barcode, group, etc.) in Full MARC.
Enable view item records detail	Enables the option to view all the item records (holding, bib, barcode, group, etc.) in Full MARC.
Show related image in Transaction panes	Show the related image in the transaction panes. Patron pictures for item transactions and book covers for patron transactions.pane.
Enable Circulation display timeout	Clears the Circulation display after a specified timeout period of inactivity.
Display timeout period (seconds)	The number of seconds of inactivity necessary to clear the display.
Max number of transactions per page	Maximum number of transactions to display in the transaction pane at once. Paging will occur if exceeded. Default is 10.
Library transactions show max per page	Maximum number of transactions to display in the library transaction pane at once. Paging will occur if exceeded. Default is 20.
Patron phone number source field	The field in the patron record that Circulation uses to retrieve the patron phone number.
Patron email address source field	The field in the patron record that Circulation uses to retrieve the patron email address for email notifications.
Library display location type	The library display location type (PUBLIC or SCHOOL library) can be used to restrict displaying sensitive information.
Suppress 411 messages	Disable displaying of information (411) messages when a patron loaded.
Time Zone	Select the time zone for your location. Enter user defined time zone as: GMT+HH:MM or GMT-HH:MM.

Setting Up the Schedule

Email service type for notification	The type of email service to use for notification. Currently only SMTP service is supported.
Email server IP address	The IP address of the email server to used for email notifications.
Email server port	The the listening port of the email server. Default value is port 25.
Sender email address	The email address of the sender. The email address that will be used in the FROM field of the email notifications.
Email address to furnish copy to	The email address to furnish copy of email notifications. The email address that will be used in the CC field of the email notifications.
Authenticate	Check this option if your email server requires authentication.
User:	Enter the SMTP account user name.
Password:	Enter the SMTP account user password.
Duplicate patron detection fields	One or more fields separated with slash(/) used in the auto import to detect duplicate patron records. Default field is 852#p.
Use AND operator in duplicate detection	For multiple duplicate detection fields use AND to require matching on every field. Otherwise matching on any of the fields.



Conducting Transactions

From the main Circulation page, you can view patron and item status, loan items, return items, renew items, reserve and hold items, book equipment and rooms, process fines, configure the schedule, and change the system date. Procedures are explained in the following sections.

Selecting a Circulation Database

Your Oasis system may offer several databases from which you can circulate items. If so, you can select a different database in the **Current Database** list at any time.

Using the Transaction Menu

The Transactions menu allows you to quickly loan, return, and renew items; mark items as lost, damaged, claimed returned, or claimed never had; and cancel a reserve, hold, or booking.

To access the Transactions menu:

1. Display the item(s) you want to process. To search for recent transactions, click **Library Transactions**.



2. Hold the mouse over the rows in the list, select the desired transaction and click on it.

Library Transactions

List All

filtered by patron group

List All

Today's All

Loans

Return

Fines

Holds

Reserves

Bookings

Transactions 1 - 20 of 3475

OK

Printable view

Barcode	Patron	Barcode	Item	Transaction	Created	Date Due
P93	Ravenell, Jordan	B39123	Someone is hiding on Alcatraz Island.	Overdue Loan	19 April 2002	11 September 2003
P93	Ravenell, Jordan	B39124	Seas and oceans.	Overdue Loan	19 April 2002	11 September 2003
P97	Reed, Leslie	B39144	Attack of the mutant	Overdue Loan	19 April 2002	07 October 2003
P97	Reed, Leslie	B39145	The commonwealth of independent states	Overdue Loan	19 April 2002	07 October 2003
P107	Rickenbacker, Tiffany	B39111	Anastasia's chosen career	Overdue Loan	19 April 2002	07 October 2003
P107	Rickenbacker, Tiffany	B39564	The member of the wedding /	Overdue Loan	19 April 2002	07 October 2003
P112	Riley, Dayla	B39206	Mary Anne's bad-luck mystery /	Overdue Loan	19 April 2002	02 October 2003
P112	Riley, Dayla	B39208	Choosing sides /	Overdue Loan	19 April 2002	02 October 2003
P122	Robinson, Kayla	B39251	Beach house /	Overdue Loan	19 April 2002	16 October 2003
P122	Robinson, Kayla	B39252	Goodnight kiss /	Overdue Loan	19 April 2002	16 October 2003
P122	Robinson, Kayla	B39253	The babysitter III /	Overdue Loan	19 April 2002	16 October 2003
P122	Robinson, Kayla	B39254	The prom queen /	Overdue Loan	19 April 2002	16 October 2003
P122	Robinson, Kayla	B39255	The third evil /	Overdue Loan	19 April 2002	16 October 2003
P125	Rollins, Alexander	B39266	Be careful what you wish for-- /	Overdue Loan	19 April 2002	09 September 2003
P125	Rollins, Alexander	B39267	The ghost next door /	Overdue Loan	19 April 2002	09 September 2003
P125	Rollins, Alexander	B39268	The curse of the mummy's tomb /	Overdue Loan	19 April 2002	09 September 2003
P125	Rollins, Alexander	B39269	Welcome to dead house /	Overdue Loan	19 April 2002	09 September 2003
P125	Rollins, Alexander	B39271	One day at Horrorland /	Overdue Loan	19 April 2002	09 September 2003
P127	Roses, Troy	B39278	Welcome to Camp Nightmare /	Overdue Loan	19 April 2002	08 October 2003
P127	Roses, Troy	B39280	Piano lessons can be murder /	Overdue Loan	19 April 2002	08 October 2003

Transactions 1 - 20 of 3475

OK

3. Select the check box by each desired item. To select all items in that pane at once, select the check box at the top of the check box column.

Using the Transaction Menu

Barcode	Current Database	User
	Mandarin Library	admin

Patron	Item
P97 Reed, Leslie 2445 Lee Way Ne Miami FL Fines Owed: 0.00	B39145 Call No.: 600 MAC Title: The commonwealth of independent states Author: mary jane behrends clark Price: Date: 1992 Date Due: 07 October 2003

Patron Transactions					
Transactions: 1 - 3 of 3					
Barcode	Call Number	Item	Transaction	Created	Date Due
B83	438.3 PFE	Basic (spoken) German idiom list: Grundstufe	Overdue Loan	04 November 2003	18 November 2003
B39145	600 MAC	The commonwealth of independent states	Overdue Loan	19 April 2002	07 October 2003
B39144	FIC Sti	Attack of the mutant	Overdue Loan	19 April 2002	07 October 2003

3. Click the **face**  or the **book** . This displays the Transactions menu.

Patron Transactions													
<input type="checkbox"/> Loan <input type="checkbox"/> Renew <input checked="" type="checkbox"/> Return <input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Claimed Returned <input type="checkbox"/> Claimed Never Had <input type="checkbox"/> Cancel Reserve/Hold <input type="checkbox"/> Cancel Booking <input type="checkbox"/> Change Date	<table border="1"> <thead> <tr> <th>Barcode</th> <th>Item</th> <th>Transaction</th> </tr> </thead> <tbody> <tr> <td>B83</td> <td>Basic (spoken) German idiom list: Grundstufe</td> <td>Overdue Loan</td> </tr> <tr> <td>B39145</td> <td>The commonwealth of independent states</td> <td>Overdue Loan</td> </tr> <tr> <td>B39144</td> <td>Attack of the mutant</td> <td>Overdue Loan</td> </tr> </tbody> </table>	Barcode	Item	Transaction	B83	Basic (spoken) German idiom list: Grundstufe	Overdue Loan	B39145	The commonwealth of independent states	Overdue Loan	B39144	Attack of the mutant	Overdue Loan
Barcode	Item	Transaction											
B83	Basic (spoken) German idiom list: Grundstufe	Overdue Loan											
B39145	The commonwealth of independent states	Overdue Loan											
B39144	Attack of the mutant	Overdue Loan											

Item Transactions							
<input type="checkbox"/> Loan <input checked="" type="checkbox"/> Renew <input type="checkbox"/> Return <input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Claimed Returned <input type="checkbox"/> Claimed Never Had <input type="checkbox"/> Cancel Reserve/Hold <input type="checkbox"/> Cancel Booking <input type="checkbox"/> Change Date	<table border="1"> <thead> <tr> <th>Barcode</th> <th>Patron</th> <th>Transaction</th> </tr> </thead> <tbody> <tr> <td>B39145</td> <td>Leslie</td> <td>Overdue Loan</td> </tr> </tbody> </table>	Barcode	Patron	Transaction	B39145	Leslie	Overdue Loan
Barcode	Patron	Transaction					
B39145	Leslie	Overdue Loan					

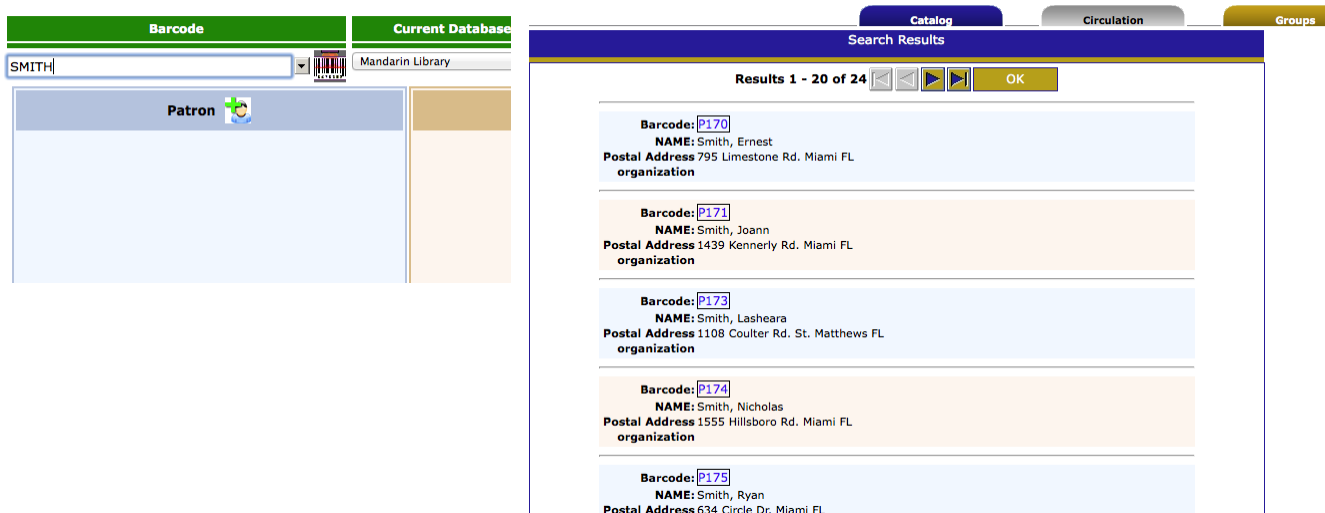
4. Click the transaction type you want to perform.

Searching for Item or Patron

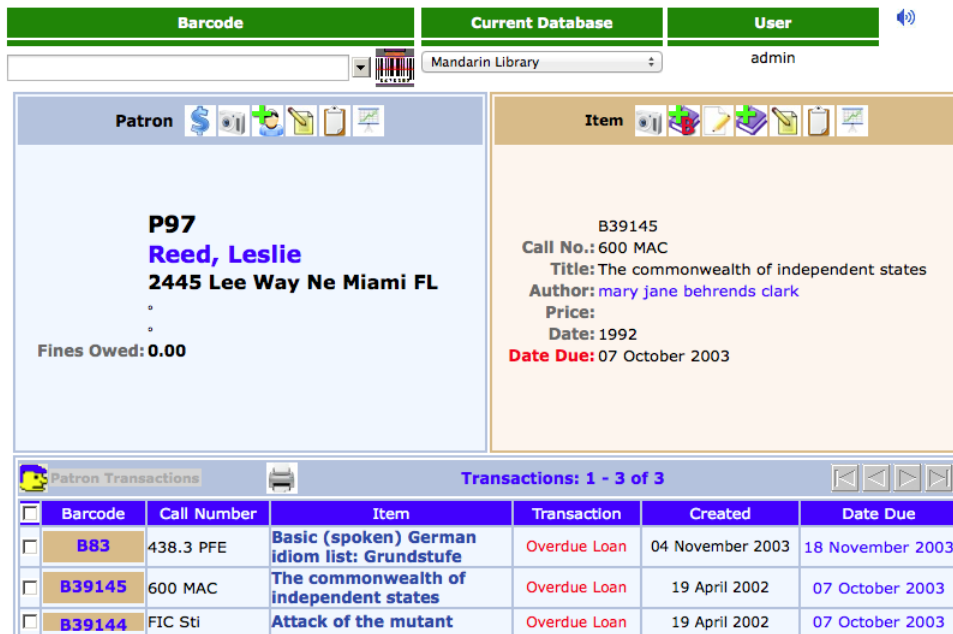
NOTES:

- If you are searching for an item in Loan, Reserve, or Booking mode, there should be an active patron in the Patron pane.
- If you are searching for a patron in Loan, Reserve, or Booking mode, and another patron already appears in the Patron pane, click Clear Display in the side menu to clear the pane before searching by this method.

1. In the Barcode box, type a patron or item name, then press **ENTER**. This displays the Search Results page.



2. Click the desired patron or item barcode. This returns you to the main Circulation page and displays the patron or item.



Barcode	Call Number	Item	Transaction	Created	Date Due
B83	438.3 PFE	Basic (spoken) German idiom list: Grundstufe	Overdue Loan	04 November 2003	18 November 2003
B39145	600 MAC	The commonwealth of independent states	Overdue Loan	19 April 2002	07 October 2003
B39144	FIC Sti	Attack of the mutant	Overdue Loan	19 April 2002	07 October 2003



Searching for Item or Patron

Viewing Patron and Items

1. In the side menu, click **Status**.
2. In the **Barcode box**, scan the patron or item barcode, or type it and then press **ENTER**. This displays a record in the Patron or Item pane, depending upon the type of code you entered. If there are any open transactions for this patron or item, they display under Transactions.
3. To view the status of another patron or item, enter a different barcode in the Barcode box.

- Loan
- Return
- Renew
- Reserve
- Booking
- Status**
- Self-Check
- Self-Return
- Quick Return
- In-House Circulation
- Library Transactions
- Options
- Clear Display
- Upload Transactions
- Change Date
- Friday
- 03:22:19 PM

Barcode

Current Database

User

🔊


Mandarin Library

admin

🔊

Patron

🔍 📄 📅 📋 📧



P10
Mintz, Joseph
490 Reid St
Miami FL
546-9876

Fines
Owed: **0.00**

Item

🔍 📄 📅 📋 📧

Patron Transactions

Transactions: 1 - 2 of 2

🔍 📄 📅 📋 📧

<input type="checkbox"/>	Barcode	Call Number	Item	Transaction	Created	Date Due
<input type="checkbox"/>	B47665	J B SMI	A world explorer--John Smith,	Overdue Loan	09 November 2005	14 November 2005
<input type="checkbox"/>	B4	J FIC DIC	Because of Winn-Dixie /	Overdue Loan	13 June 2005	17 June 2005

To view the Patron and Item Toolbar see [Circulation Features](#)



Loaning Items

1. In the side menu, click Loan.
2. In the **Barcode** box, scan the patron barcode, or type it and then press **ENTER**.

NOTES:

- If your library has not yet established a circulation schedule, an error message displays. For information on establishing a circulation schedule, see "Setting Up the Schedule".
- If any patron record has a fine associated with it, a fine message displays.
- You can:
 - Click Override to ignore the message and continue with the transaction.
 - Click Cancel to stop the transaction.

3. In the **Barcode** box, scan the item barcode, or type it and then press **ENTER**. The loan transaction appears
4. To loan more items to this patron, scan the next item barcode in the Barcode box, or type it and then press **ENTER**. Repeat this process for each item loaned to this patron.

Loan	Barcode	Current Database	User
Return Renew Reserve Booking Status Self-Check Self-Return Quick Return In-House Circulation Library Transactions Options Clear Display Upload Transactions Change Date Friday 03:30:32 PM Session Due Date	<div> <div>Barcode</div> <div> <input type="text"/>  </div> </div> <div> <div>Patron</div> <div>  <div> <p>P9 Jones, Ken 562 Summer Ave. Miami FL 555-1235</p> <p>Fines Owed: 0.00</p> </div> </div> </div>	<div> <div>Current Database</div> <div>Mandarin Library</div> </div>	<div> <div>User</div> <div>admin</div> </div>

Item	
B43456 Call No.: J 813 KEE Title: Understanding I am the cheese / Author: Keeley, Jennifer, Price: Date: c2001. Date Due: 07 January 2014	

Patron Transactions					
Transactions: 1 - 4 of 4					
Barcode	Call Number	Item	Transaction	Created	Date Due
<input type="checkbox"/> B43456	J 813 KEE	Understanding I am the cheese /	Loan	03 January 2014	07 January 2014
<input type="checkbox"/> B7	FIC NAP	Changing tunes /	Overdue Loan	13 June 2005	17 June 2005
<input type="checkbox"/> B43472	J 813 CAS	Understanding Flowers for Algernon /	Overdue Loan	05 January 2005	08 January 2005
<input type="checkbox"/> B43463	J 323.1 WEL	Children of the civil rights era /	Overdue Loan	05 January 2005	08 January 2005

5. A transaction receipt will be printed if a receipt printer is connected to the circulation workstation.

Receipt printing header

demo
03 Jan 2014 03:26 pm

LIBRARY RECEIPT CHECKOUT

P9
NAME: Jones, Ken

B43456
Due: 08 January 2005 05:00 pm
Understanding I am the cheese /



Loaning Items

Returning Items

Notes:

- *If an item is returned that belongs to a special reserve group, a warning message displays.*
- *When a reserved item is returned, a message displays indicating the name and barcode of the patron who reserved it.*

Circulation provides five methods to return items.

- **Side menu method** – Used to return items one at a time by entering each barcode.
- **Transactions menu method** – Used to return one or many items at once using a menu under Transactions. See [“Using the Transactions Menu”](#).
- **Quick Return method** – Used when scanning bookdrop returns without patrons present.
- **In-House Circulation method** – “Returns” items left on tables and desks after in-library use.
- **Self-Return method** – Allows patrons to check out or return items without staff assistance. See [“Using Self-Return”](#).

Side Menu Method

1. In the side menu, click **Return**.
2. In the Barcode box, scan the item barcode, or type it and then press **ENTER**. This returns the item. Repeat for each item you want to return.

Quick Return

This rapid entry method is designed for situations such as bookdrop returns. Quick Return does not alert you to patron messages since it is assumed that patrons are not present. Quick Return does alert you when a Hold is attached to an item.

1. In the side menu, click **Quick Return**.
2. In the Barcode box, scan the item barcode, or type it and then press ENTER. Repeat this for each item being returned.



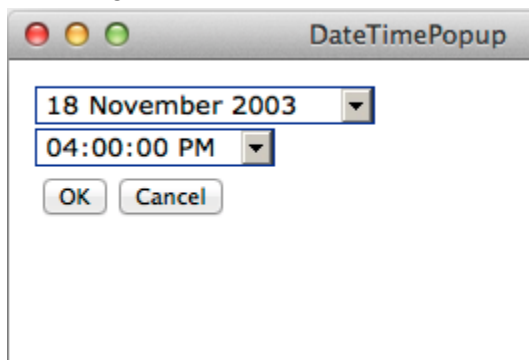
In-House Circulation

This feature takes the guesswork out of tracking in-library usage of your collection. It is used for items that were removed from shelf positions and left on library tables or desks, presumably used at the library though not checked out. It records one use of each item.

1. In the side menu, click **In-House** Circulation.
2. In the Barcode box, scan the item barcode, or type it and then press **ENTER**. Repeat this for each item being returned.

Changing an Item's Due Date

1. Display the item in the **Circulation** window.
2. Under Transactions, click the **due date**. This displays a dialog box with the date and time.
3. Change the date and time as desired, then click **OK**.



A screenshot of a software dialog box titled "DateTimePopup". The dialog box has a standard Mac OS-style title bar with red, yellow, and green window control buttons. Inside the dialog, there are two dropdown menus. The first dropdown menu displays "18 November 2003" and the second displays "04:00:00 PM". Below these dropdowns are two buttons labeled "OK" and "Cancel".



Recording an Item as Lost or Damage

When an item is returned and recorded as damaged, a fine is attached to the patron's record. The fine amount is the maximum amount established for members of the item group (see "Circ Periods")

When recording an item as lost or damaged, the fine based on field 852#9 (Price) will only be added if the Fine Transactions entry in the global.ini.REG file is generate=yes.

When an item is recorded as lost, the fine amount is the item price indicated in field 852#9. If no price exists, the fine is the maximum fine as set in the Group Editor.

NOTE: *If you want to be prompted to add an additional transaction fee to a lost or damaged item, change the Transaction Fee entry in the **Global.ini.REG** file (the default path is **C:\M3 Server\Registry\Common**) to **Prompt for fee=on**. In the amount entry, type the desired amount.*

To record items as lost or damaged, use the Transactions menu. For instructions, see "[Using the Transactions Menu](#)".



Recording an Item as "Claimed Returned" or "ClaimedNever Had"

Recording an Item as "Claimed Returned" or "ClaimedNever Had"

To record items as "Claimed Returned" or "Claimed Never Had," use the Transactions menu. For instructions, see "[Using the Transactions Menu](#)".



Renewing a Loan on an Item

Circulation provides two methods to renew items on loan. The side menu method is described below. The Transactions menu method saves time if the patron is renewing more than one item; it is described in "[Using the Transactions Menu](#)"

Side Menu Method

1. In the side menu, click **Renew**.
2. In the **Barcode** box, scan the item barcode, or type it and then press **ENTER**.

NOTE: *If the item is overdue, an overdue message displays. You can:*

- Click **Override** to ignore the message and continue with the transaction.
- Click **Cancel** to stop the transaction.



Reserving or Holding an Item

Note: *You cannot reserve or hold a deleted item.*

A hold is applied when the requested item is currently checked into the library and is therefore available; a reserve is applied when the item is currently checked out.

1. In the side menu, click Reserve.
2. In the Barcode box, scan the patron barcode, or type it and then press ENTER.
3. In the Barcode box, scan the item barcode, or type it and then press ENTER. The reserve or hold transaction appears in the Item pane.

NOTES:

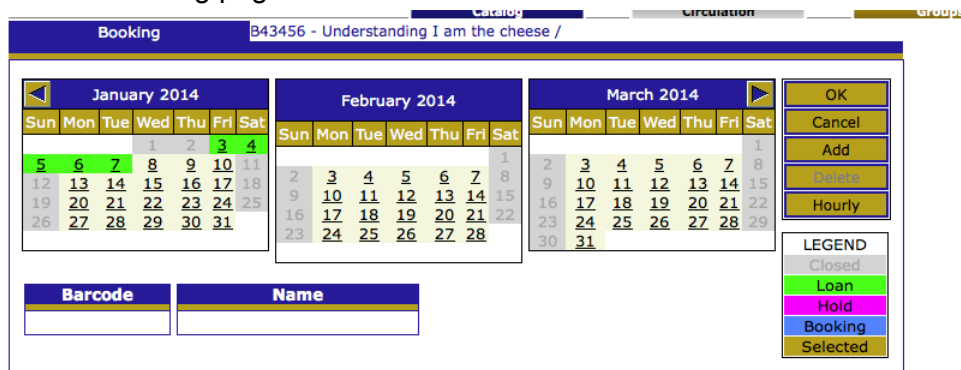
- If a reserve is placed, a notification e-mail will automatically be sent to the patron when the item is available (if there is an e-mail address in the patron record).
- When a reserved item is returned, a message displays indicating the name and barcode of the patron who reserved it.
- You can cancel a reserve or hold with the Transactions menu. See "[Using the Transactions Menu](#)"

Booking an Item

Note: You cannot book a deleted item.

Use the Booking feature to reserve an item such as a conference room or piece of equipment for a future day and/or time. You can book an item for a single day, a range of days, or for specific hours.

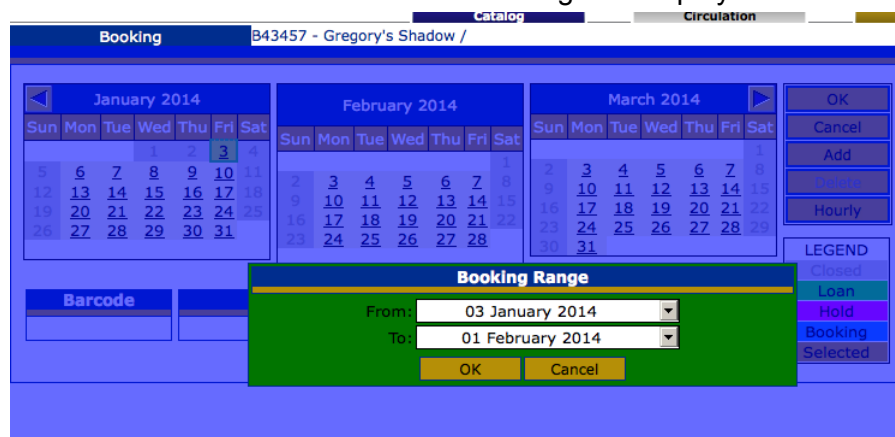
1. On the side menu, click **Booking**.
2. In the Barcode box, scan the patron barcode, or type it and then press **ENTER**. This displays the patron's record in the Patron pane.
3. In the Barcode box, scan the item barcode, or type it and then press **ENTER**. This displays the Booking page.



The screenshot shows the Booking page for item B43456 - Understanding I am the cheese /. It features three calendar views for January, February, and March 2014. The January calendar has dates 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31. The February calendar has dates 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28. The March calendar has dates 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31. Below the calendars are two input fields labeled Barcode and Name. To the right of the calendars are buttons for OK, Cancel, Add, Delete, and Hourly. A legend on the far right indicates the status of the booking: Closed (grey), Loan (green), Hold (blue), Booking (yellow), and Selected (orange).

4. The three calendars are for display purposes only; they will display the booking date or time after it has been set. To set the booking date:
 - A. In the Booking Range box, click the arrow next to the **From date**. This displays a new calendar at the bottom of the page.
 - B. Click a date in the calendar; it now displays in red.
 - C. If you need to specify a time, select a time in the **From Time** boxes.
 - D. Click the **OK** button under the From Time boxes.
 - E. The **Booking Range** box displays the **From date** you selected. Click the **arrow** next to the **To date** and repeat steps B through D. The Booking Range box now displays the **To date** you selected.

5. Click **Add**. This adds the booking and displays the dates.



The screenshot shows the Booking page for item B43457 - Gregory's Shadow /. It features the same three calendar views for January, February, and March 2014. Below the calendars are two input fields labeled Barcode and Name. A **Booking Range** box is open, showing the **From** date as 03 January 2014 and the **To** date as 01 February 2014. The box has buttons for OK and Cancel. To the right of the calendars are buttons for OK, Cancel, Add, Delete, and Hourly. A legend on the far right indicates the status of the booking: Closed (grey), Loan (green), Hold (blue), Booking (yellow), and Selected (orange).



Booking an Item

6. If you selected a time range for the booking and would like to view it, click **Hourly**. This displays the agenda in half-hour blocks. To return to the calendar view, click **Daily**.

7. When finished, click **OK**. The booking transaction appears on the main Circulation page.

NOTE: You can cancel a booking with the Transactions menu. See "[Using the Transactions Menu](#)".


Processing Patron Fines

Note: To send e-mail notifications to patrons who owe fines, see the preceding section, “Sending E-mail Notifications for Fines and Overdue Items.”

Before you can receive payment or forgive a fine, the overdue item must be returned or claimed as lost or damaged. The item status changes from Overdue Loan to Fine when the item is returned.

Recording a Payment

1. In the **Barcode** box, scan the patron barcode, or type it and then press ENTER.
2. In the side menu, click **Payment**. This displays the Payment page, which lists the patron’s fine(s).

	Barcode	Name	Postal Address	E-mail
	P10	Mintz, Joseph	490 Reid St Miami FL 29115	josephm@mail.com

Payment	New Fine	Refund	History	Printable view
----------------	----------	--------	---------	--------------------------------

Title	Fine	Balance	Reason	Claimed Paid	Date Returned
Because of Winn-Dixie /	10.00	10.00			17 Jun 2005
A world explorer--John Smith,	10.00	10.00	DAMAGED	<input type="checkbox"/>	04 Jan 2014
Total:	10.00				
Claimed Paid:	0.00				
Forgiven:	<input type="text" value="0.00"/>				
Balance:	10.00				
Tendered:	<input type="text" value="0.00"/>				
Apply					
Done					

3. This page has four tabs:

- **Payment** – Use this tab if the patron is paying the fine. Type the amount of currency received in the **Tendered** box. Click **Apply**. (If change is due back, a dialog box displays the amount to be returned to the patron. Click **OK**.)

NOTE: If the patron claims that he or she previously paid a particular fine, click the History tab to review the payment history. If you want to record that this item was previously paid, select the Claimed Paid check box by that item. This reduces the **Balance** amount accordingly.

- **New Fine** – Use this tab if you want to add a new fine. Type the amount of the fine and a note, if desired. The new fine and the note will be added to the fines listed in the Payment tab. Click **Apply**.
- **Refund** – Use this tab to apply a refund. Type the amount of the refund and a note, if desired. Click **Apply**.
- **History** – Use this tab to view payment history. When finished, click **Done**.



Using Self-Check and Self-Return

These features allow patrons to check out or return items without staff assistance.

NOTES:

- For system security, once the Self-Check transaction mode is selected, the patron cannot perform any other type of circulation transaction. Similarly, if the Self-Return transaction mode is selected, then the patron is limited to self-return. Libraries using the Self mode can set up a network workstation restricted to self-checkout transactions, and a separate workstation restricted to self-return transactions.
- To enable override messages in Self-Check mode, change the Self Mode entry in the Global.ini.REG file (the default path is **C:\M3 Server\Registry \Common**) to **Skip Override=off**. Otherwise, the only override that will display is if the item is non-circulating.

Using Self-Checkout

1. On the side menu, click **Self-Check**. The workstation remains in this mode until you log out of Oasis.
2. In the **Barcode** box, scan the patron barcode, or type it and then press **ENTER**.
3. In the **Barcode** box, scan the item barcode, or type it and then press **ENTER**. This checks out the item.

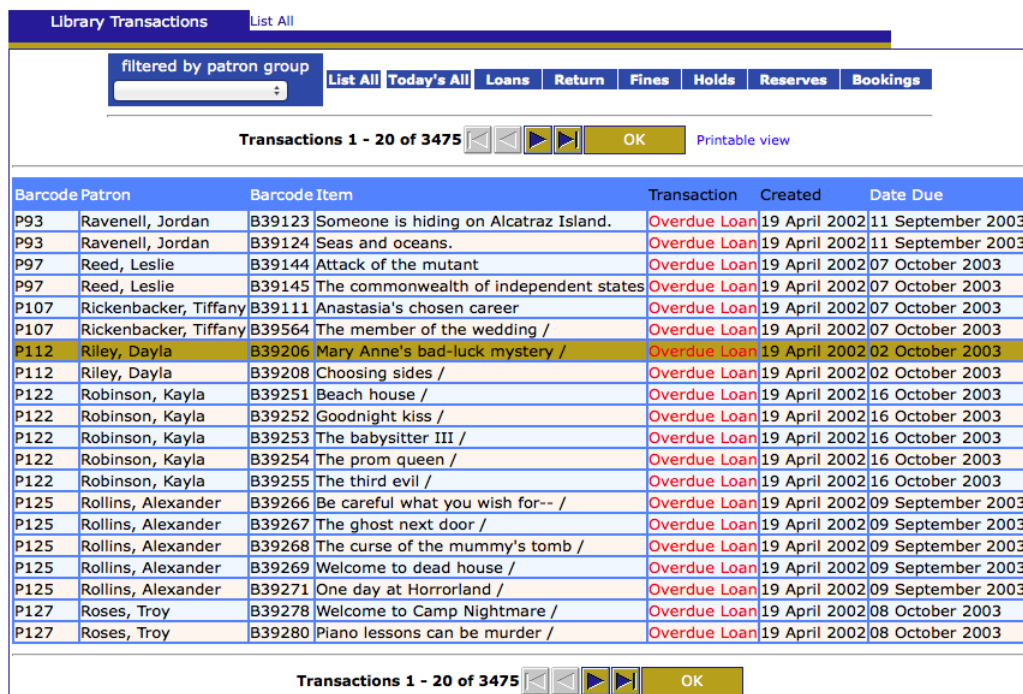
Using Self-Return

1. On the side menu, click **Self-Return**. The workstation remains in this mode until you log out of Oasis.
2. In the **Barcode** box, scan the item barcode, or type it and then press **ENTER**. This returns the item.

Using Library Transactions Mode

Library Transactions mode allows you to view, sort, and print transactions.

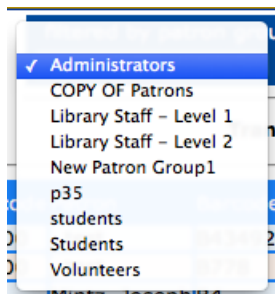
1. On the side menu, click **Library Transactions**. This displays a list of all transactions.



Barcode Patron	Barcode Item	Transaction	Created	Date Due
P93 Ravenell, Jordan	B39123 Someone is hiding on Alcatraz Island.	Overdue Loan	19 April 2002	11 September 2003
P93 Ravenell, Jordan	B39124 Seas and oceans.	Overdue Loan	19 April 2002	11 September 2003
P97 Reed, Leslie	B39144 Attack of the mutant	Overdue Loan	19 April 2002	07 October 2003
P97 Reed, Leslie	B39145 The commonwealth of independent states	Overdue Loan	19 April 2002	07 October 2003
P107 Rickenbacker, Tiffany	B39111 Anastasia's chosen career	Overdue Loan	19 April 2002	07 October 2003
P107 Rickenbacker, Tiffany	B39564 The member of the wedding /	Overdue Loan	19 April 2002	07 October 2003
P112 Riley, Dayla	B39206 Mary Anne's bad-luck mystery /	Overdue Loan	19 April 2002	02 October 2003
P112 Riley, Dayla	B39208 Choosing sides /	Overdue Loan	19 April 2002	02 October 2003
P122 Robinson, Kayla	B39251 Beach house /	Overdue Loan	19 April 2002	16 October 2003
P122 Robinson, Kayla	B39252 Goodnight kiss /	Overdue Loan	19 April 2002	16 October 2003
P122 Robinson, Kayla	B39253 The babysitter III /	Overdue Loan	19 April 2002	16 October 2003
P122 Robinson, Kayla	B39254 The prom queen /	Overdue Loan	19 April 2002	16 October 2003
P122 Robinson, Kayla	B39255 The third evil /	Overdue Loan	19 April 2002	16 October 2003
P125 Rollins, Alexander	B39266 Be careful what you wish for-- /	Overdue Loan	19 April 2002	09 September 2003
P125 Rollins, Alexander	B39267 The ghost next door /	Overdue Loan	19 April 2002	09 September 2003
P125 Rollins, Alexander	B39268 The curse of the mummy's tomb /	Overdue Loan	19 April 2002	09 September 2003
P125 Rollins, Alexander	B39269 Welcome to dead house /	Overdue Loan	19 April 2002	09 September 2003
P125 Rollins, Alexander	B39271 One day at Horrorland /	Overdue Loan	19 April 2002	09 September 2003
P127 Roses, Troy	B39278 Welcome to Camp Nightmare /	Overdue Loan	19 April 2002	08 October 2003
P127 Roses, Troy	B39280 Piano lessons can be murder /	Overdue Loan	19 April 2002	08 October 2003

2. You have the following options:

- To filter the transactions by patron group click the pull down list and select the appropriate group

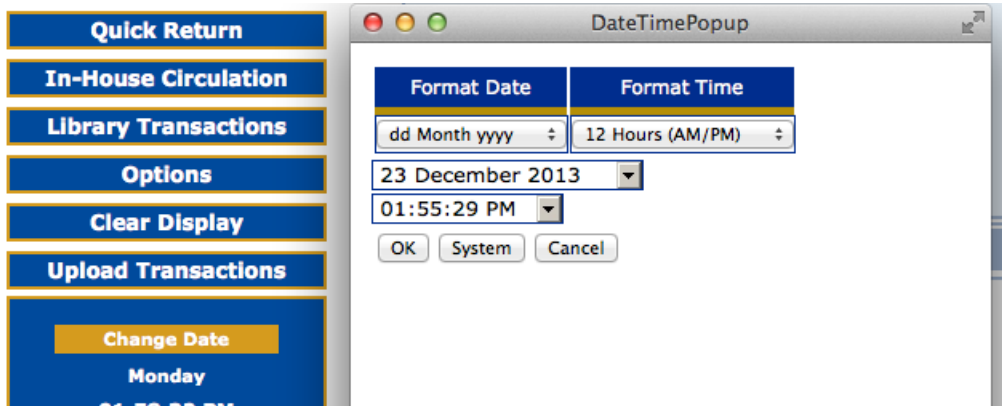


- To view information related to the transaction, click the transaction anywhere in its row. This displays the patron and item information on the main Circulation page.
- To sort the transactions by type, click **List All**, **Today's All**, **Loans**, **Fines**, **Holds**, **Reserves**, or **Bookings**.
- To print the transactions, click **Printable view**. This opens a list of transactions only. To print the list, click **Print** on the File menu.

Changing the Oasis System Date

The system date displays in the Circulation side menu. You can change this date if you need to backdate the system calendar to process a return, such as for items returned in evening **bookdrops**.

1. In the side menu, click **Change Date**.
2. Change the date and/or time, then click **OK**. The new date or time displays in the side menu.
3. To return the system to the current date and time, click **Change Date**, then click System. Click **OK**. The current date and time display in the side menu.



Using the OPAC

This chapter describes:

- The features of the OPAC
- How to search the OPAC
- How to work with search results
- How to use My Bookbag and My Account



The screenshot shows the Mandarin OASIS Demo Library OPAC interface. At the top, there is a header with the Mandarin OASIS logo on the left, the text "Demo Library" in the center, and a yellow box on the right containing links for "Sign In", "My Bookbag", and "My Account". Below the header is a navigation bar with a blue sidebar on the left containing links for "Standard Search", "Enhanced Search", "Visual Search", "Search Results", and "Libraries". The main content area features a search bar with a magnifying glass icon, followed by radio buttons for "Anywhere", "Author", "Subject", and "Title". Below these are "Search" and "Clear" buttons. Further down are dropdown menus for "Lexile", "All Lexile Ranges", and "All Material Types", along with "From" and "to" input fields. A "Reset" button is located on the left side of the main content area. At the bottom, there are "Select All" and "Clear All" buttons, a "standard" dropdown menu, and a checkbox labeled "Mandarin Library". A row of flags representing different countries is displayed at the very bottom.

Note: Some features described in this chapter may have been disabled by your system administrator, or you may not have permission to access them.

OPAC Overview

The OPAC allows patrons to search your library collection from any computer with a Web browser. The OPAC offers three different search methods:

- **Standard Search** – A basic keyword search method that allows the patron to select an index to be searched. This method recognizes Boolean logic, truncation, and phrase searches.
- **Enhanced Search** – A more advanced search method that offers search flexibility and options. Patrons can enter simple or complex queries, search by material type, and use index browsing.
- **Visual Search** – An easy point-and-click graphical search method. Patrons click visually descriptive graphics to narrow their searches from broad topics to more defined sub-topics, ultimately reaching search results.

The following features enhance the search session:

- **The Bookbag** allows a patron to set aside selected records throughout the course of the search session. These records can then be saved, printed, or e-mailed.
- **Authority Control** users can view “**See**” and “**See Also**” references if there are more appropriate headings used by the library than the one searched for, or if there are other headings related to the search that may also be useful.

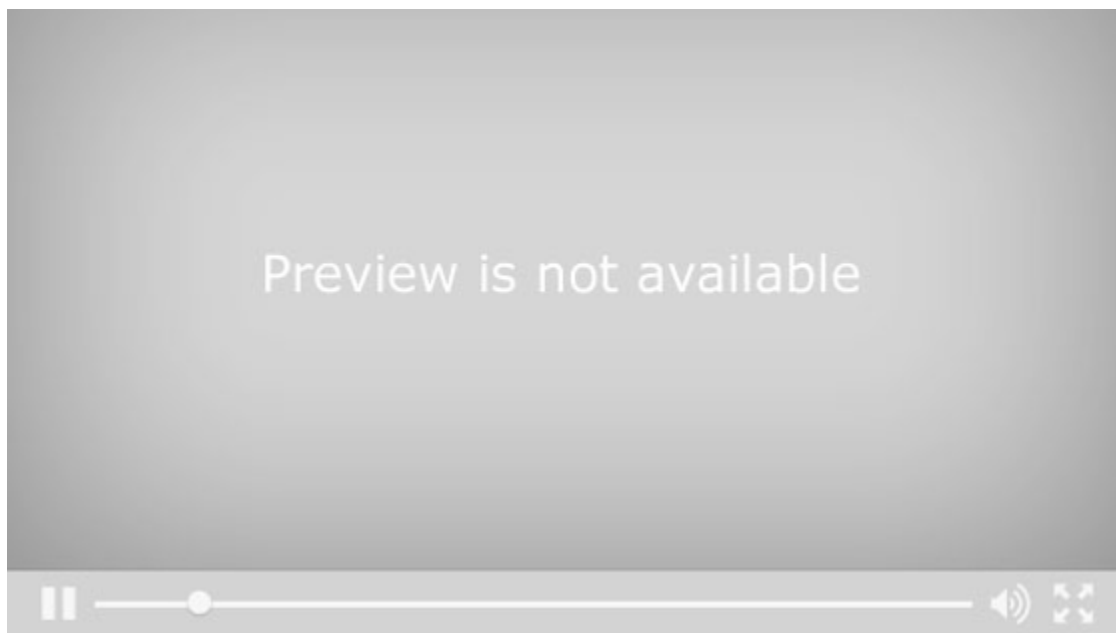
Note: Authority Control is an optional module that may not be installed on your system.

- The **Shelf Browse** function quickly locates records with a call number similar to that of a selected record. This is equivalent to looking at items to the left or right of a specific item on a library shelf.
- The **Index Browser** can be invoked when conducting an Enhanced Search if a patron wants to browse the list of valid search terms.
- An **Interlibrary Loan (ILL)** request system allows authorized users at cooperating libraries to e-mail loan requests.
- The **Reset feature** returns the user to the default search page. If the user was signed in, he or she will be automatically signed out.

- The **Pictures banner on top**, links to any Web page or file that the library wants patrons to view.
- The **Bulletin Board** is the four or five images at the top of the OPAC page that links to a Web pages or files that the library wants patrons to view.

Note: For how to Setup the Bulletin Board please read Oasis Users Guide

- The **Comments/Ratings** feature allows patrons to rate items on a scale of one to five, and/or to submit reviews or other comments about specific items.



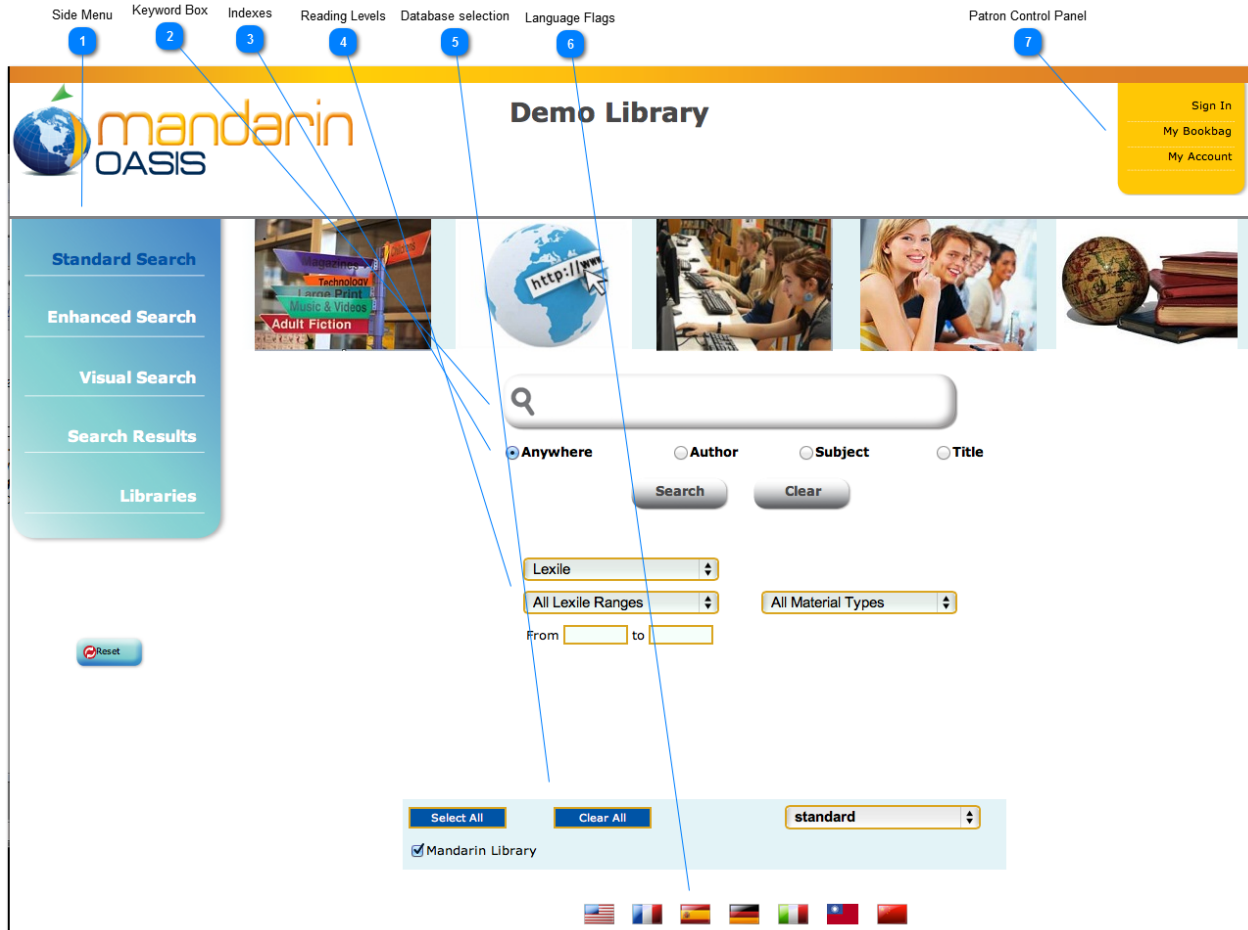


Getting Started

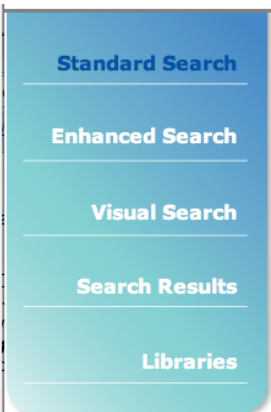
Patrons can launch your library's OPAC by entering the Web address in their browser's address bar, clicking a link on your library's Web site, or using a desktop shortcut on a library workstation.

Catalog Features

When a patron launches the OPAC, the default search appears. Some features may have been modified or disabled by your system administrator.



1 Side Menu



Contains links for several Catalog functions.

2 Keyword Box



Allows you to type one or more keywords for which to search.

3 Indexes

☒ Anywhere ☐ Author ☐ Subject ☐ Title

Allow you to specify the index you want to search.

4 Reading Levels

Lexile

All Lexile Ranges All Material Types

From to

Allow you to select Lexile, Fountas & Pinnell or Accelerated Reader reading Levels

5 Database selection

Select All Clear All standard

☒ Mandarin Library

Allows you to choose which databases you want to search (if additional databases are available; these are configured by the system administrator).

6 Language Flags



Allow you to select a different language for the Catalog display. This does not affect the language of the information in the database records. The available languages may have been changed by a system administrator.

7 Patron Control Panel

Sign In

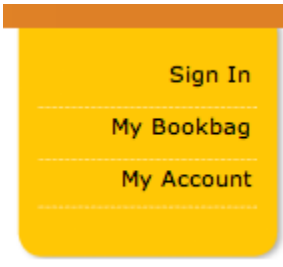
My Bookbag

My Account

Allow you to **Sign In** to Other options, to your **Bookbag** or your **Account**

Signing in to the OPAC

In order to perform tasks that require the OPAC to identify you (such as accessing your saved Bookbag, using **My Account**, or reserving items), you must sign in. To do so:



1. Click the **Sign In** link that appears on the right side of most pages in the OPAC.
2. Type your login name or patron barcode in the Login Name/Barcode box.
3. In the Password box, type your password.
4. Click Sign In.

Note: When finished with your session, click Sign Out or Reset to ensure your privacy.

Note: Some features require patrons to have access privileges, which are granted in the OPAC Access tab of the Group Editor.



My Account

[My Info](#)

[Current Transactions](#)

[History](#)

[Change Login/Password](#)

[Print](#)

My Info

Welcome Back, p4!

Barcode: P4

Name: Dominique Miller

Address: 2472 Blossom Rd. NE Miami, FL 29115

Telephone: 536-6004

E-mail: dominiquem@mail.com





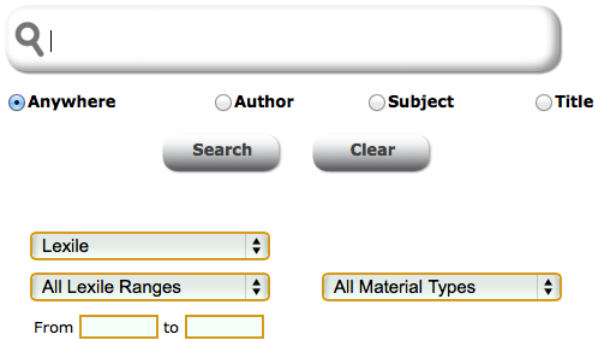
Searching the OPAC

Searching the OPAC

The OPAC offers three different search methods: Standard, Enhanced, and Visual. These are described in the following sections.

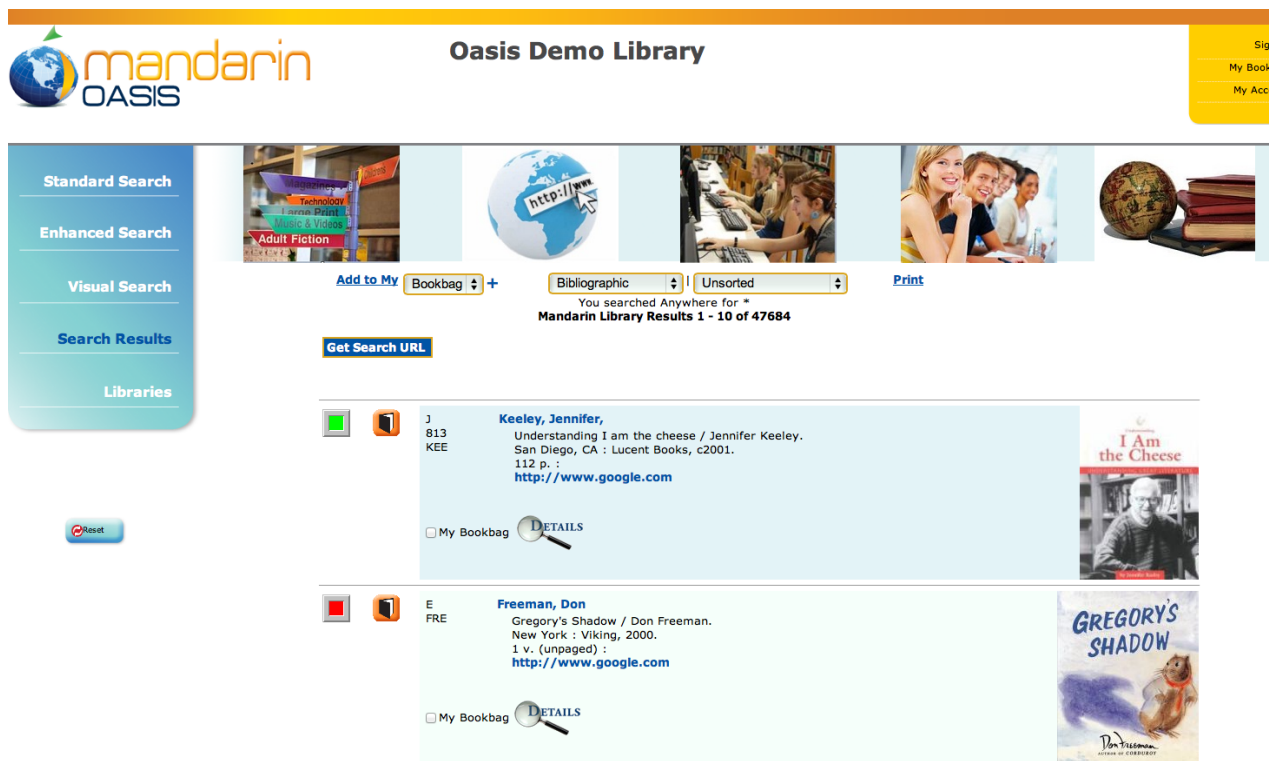
Standard Search

1. If Standard Search is not already active, click the **Standard Search** link. This displays the Standard Search page.
2. Type one or more keywords in the keyword box.
3. Below the keyword box, select an index to search in (such as **Title** or **Author**).



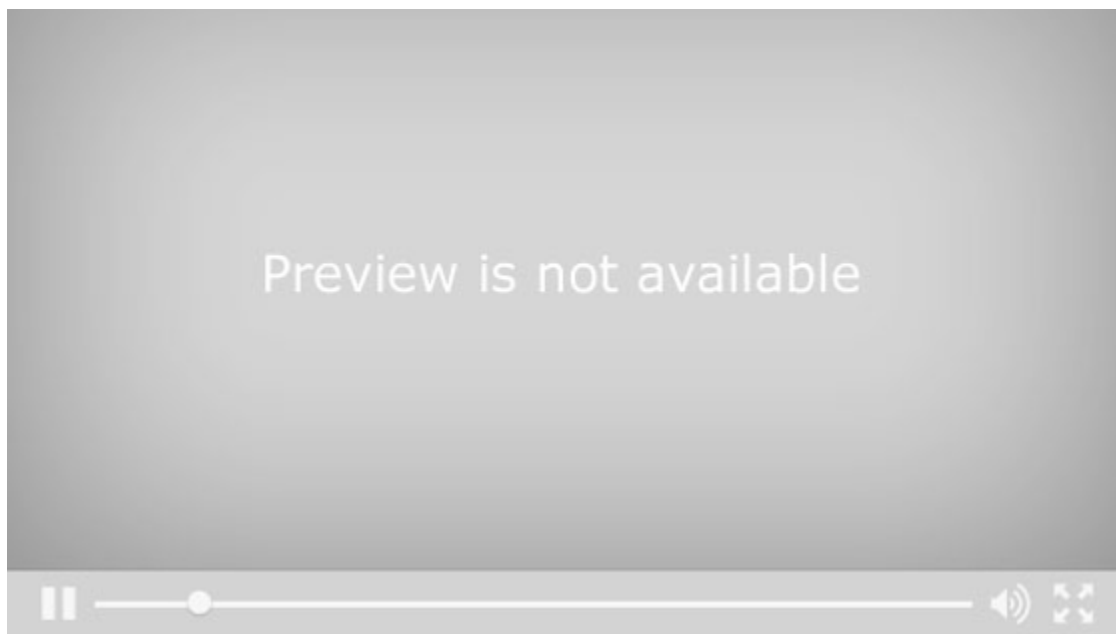
Search form with a text input field containing 'Q |'. Below the input field are four radio buttons: **Anywhere** (selected), **Author**, **Subject**, and **Title**. Below the radio buttons are two buttons: **Search** and **Clear**. Below the buttons are three dropdown menus: **Lexile** (set to 'Lexile'), **All Lexile Ranges** (set to 'All Lexile Ranges'), and **All Material Types** (set to 'All Material Types'). Below the dropdown menus are two empty text boxes labeled 'From' and 'to'.

4. Click **Search**. The **Results page** displays the list of search results. See "[The Results Page](#)" for more information.




The screenshot shows the Mandarin Oasis Demo Library search results page. The header includes the Mandarin Oasis logo, the title 'Oasis Demo Library', and a 'Sign In' button. The left sidebar contains links for 'Standard Search', 'Enhanced Search', 'Visual Search', 'Search Results', and 'Libraries'. The main content area displays search results for the query 'I am the cheese'. The results are sorted by 'Bibliographic' and 'Unsorted'. The first result is by Jennifer Keeley, 'Understanding I am the cheese / Jennifer Keeley', published by Lucent Books in 2001. The second result is by Don Freeman, 'Gregory's Shadow / Don Freeman', published by Viking in 2000. Each result includes a 'My Bookbag' checkbox and a 'DETAILS' link. The page also features a 'Get Search URL' button and a 'Print' button.

Search by Reading Level



Note: Your system administrator may have disabled some of the options shown here.

Note: If no matches are found, the result may display "**Did you mean xxxxx?**"

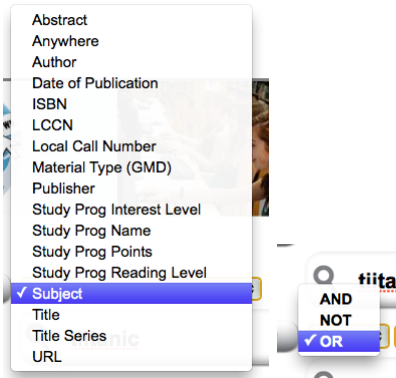


☒ Anywhere ☐ Author ☐ Subject ☐ Title

No Results Did you mean [titanic](#)?

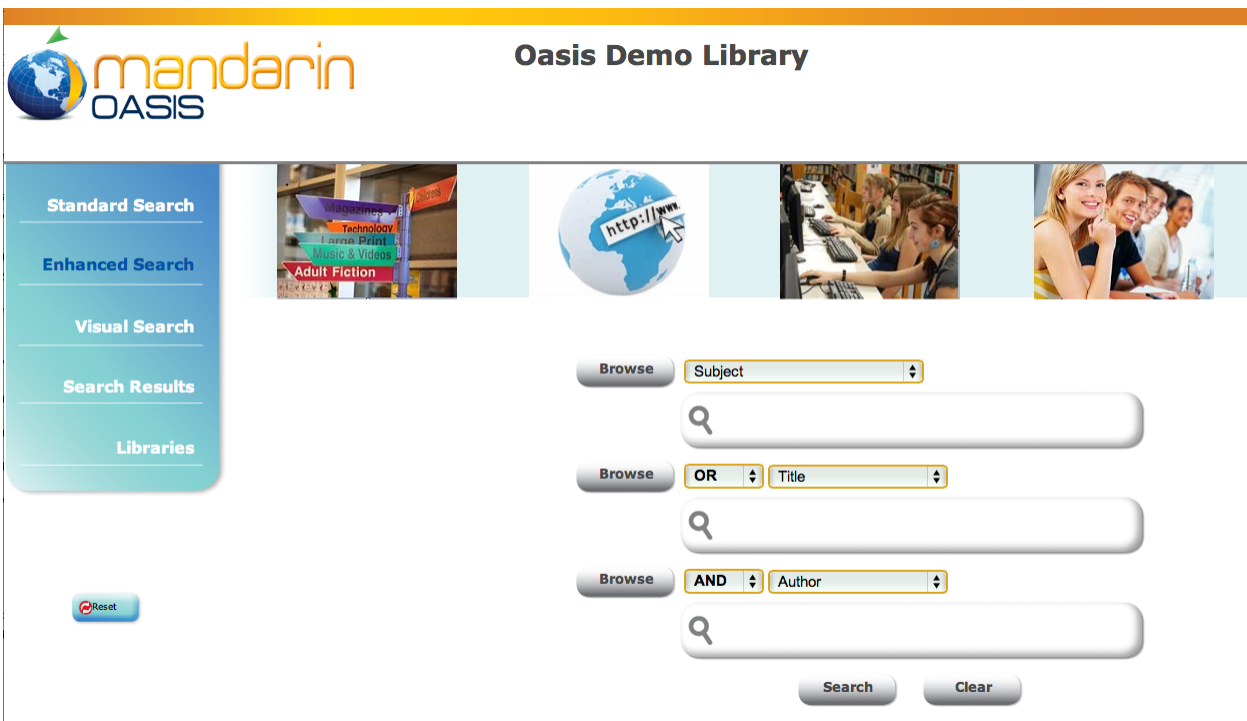
Enhanced Search

1. If Enhanced Search is not already active, click the Enhanced Search link. This displays the **Enhanced Search** page.
2. Type your search query into one or more of the three keyword boxes. To use different indexes or Boolean operators, select a different index or operator in the appropriate list.



NOTE: You can also click a **Browse** button and select a search term. For instructions, see [“Using Index Browse”](#).

3. Limit your search by selecting a material type (such as **Book** or **DVD**) in the **Material Types** list, if desired.
4. Click Search. The **Results** page displays the list of search results. See [“The Results Page”](#) for more information.



Note: Your system administrator may have disabled some of the options shown here.

Search Tips

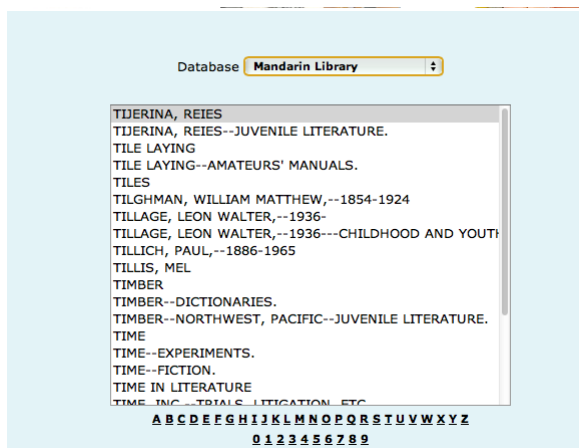
- You can apply the truncation asterisk (*) to the beginning and/or end of a keyword; the wildcard question mark (?) character within a keyword (wom?n); and quotation marks (" ") around a phrase.
- You can use AND, OR, and NOT to connect keywords in a keyword box. Be sure to type these in capital letters.

Using Index Browse

Many MARC fields in the Oasis system have been indexed, enabling patrons to review and select search terms from existing data using Index Browse. This is particularly useful to patrons who are unsure of the search they want to enter.

To use Index Browse:

- If Enhanced Search is not already active, click the **Enhanced Search** link. This displays the Enhanced Search page.
- In the first index list, select an **index to search in** (such as Title or Author). Then click the **Browse** button to the left, or enter a search term and then click **Browse**. This displays the indexed entries, either from the beginning of the list or at the closest alphabetical match to your search term.



NOTE: If the MARC field has not been indexed and therefore cannot be browsed, the corresponding Browse button is not available.

- Navigate through the list to locate an entry to use as a search term. To browse for a specific entry, type a term in the keyword box at the bottom of the **page** and click **Browse**; the list moves to the closest alphabetical match. When the desired entry is located, click **Copy**. This returns you to the Enhanced Search page and places the selected term in the keyword box.
-



Enhanced Search

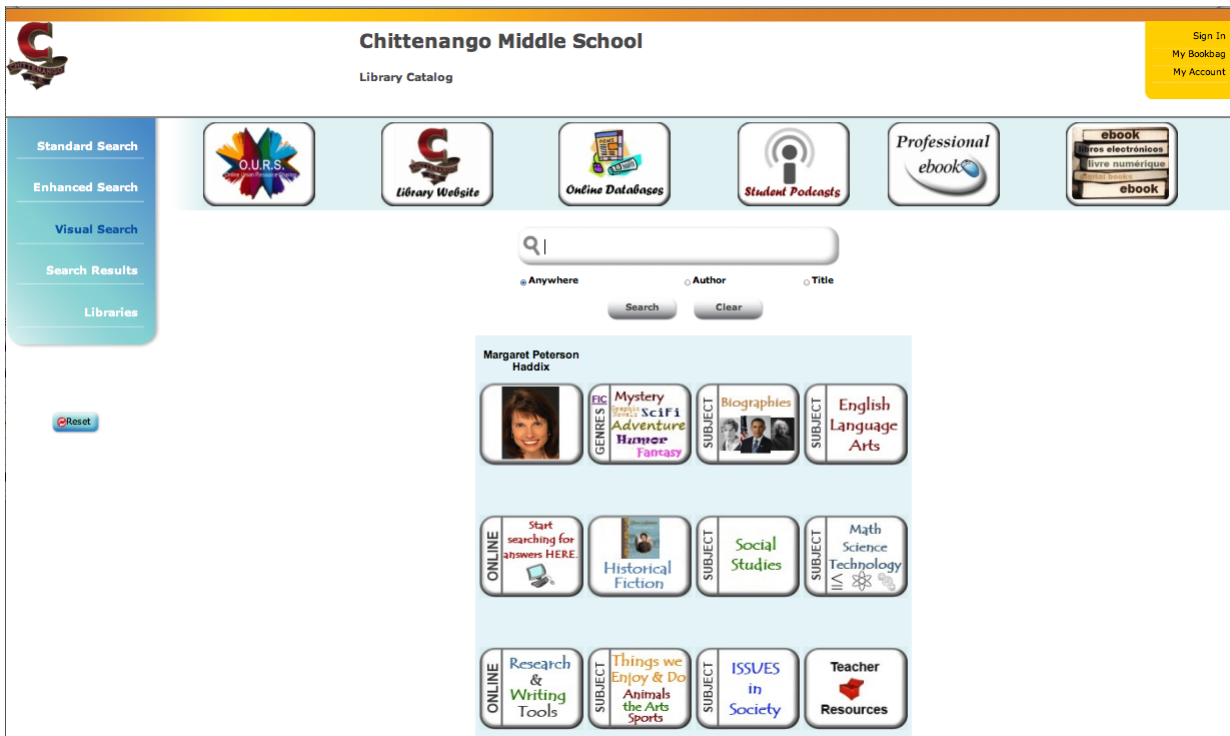
Enter other search terms in the remaining keyword boxes, if desired. When finished, click **Search**. The **Results page** displays the list of search results. See "[The Results Page](#)" for more information.

Visual Search

The Visual Search method provides patrons with an easy point-and-click graphical search method. From a patron's perspective, a search consists of clicking a topic component and then clicking a related sub-topic component; this generates a list of search results. In actuality, it is a keyword search method disguised behind a graphical interface - topic components are connected to query components, which are linked to predefined search queries. A query component launches a search of the selected database and returns a list of results.

These graphical components can also be configured as link components, which launch external Web pages instead of search queries. Link components are optional and are not included in the default interface.

1. If Visual Search is not already active, click the **Visual Search** link. This displays the Visual Search page, which contains a menu of topics.
2. Click a topic. This either opens a sub-menu page or launches an external Web page.
3. If a sub-menu page appears, continue clicking the desired topics (narrowing the search) until you reach the last menu level. This launches a search query and displays the search results on the [Results page](#). (If you click a link component, it will launch a Web page instead of a search query.)

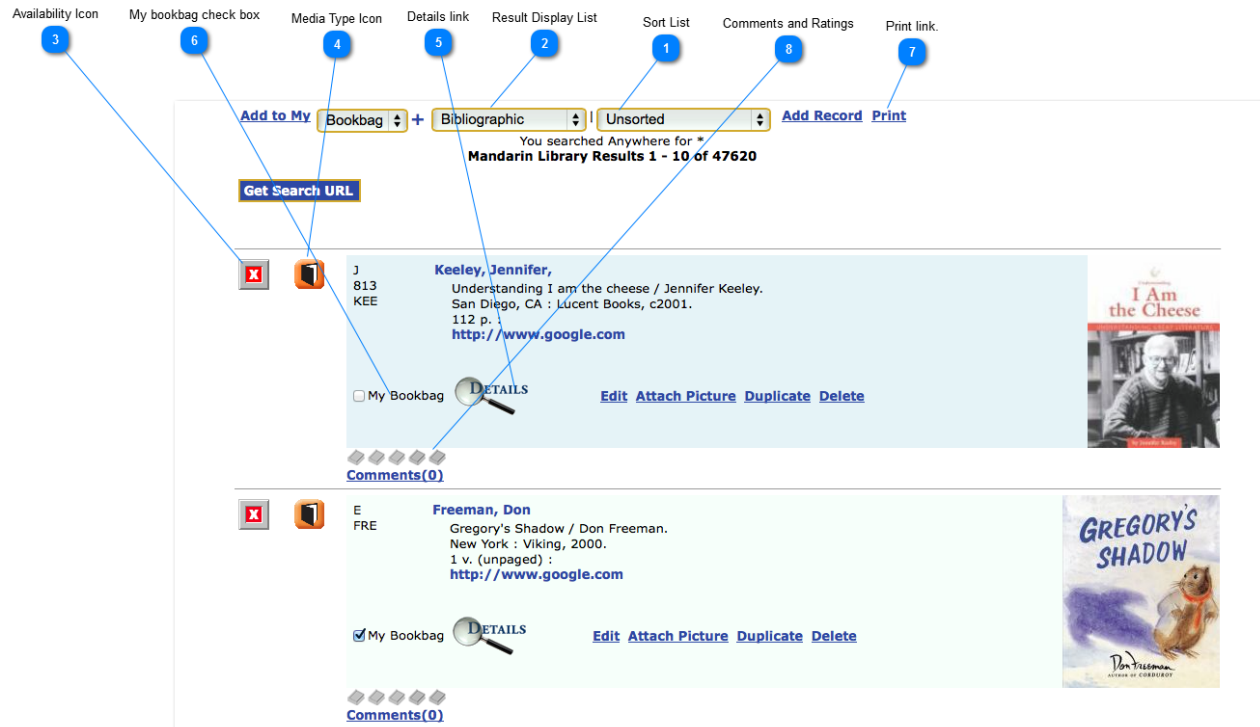


Tip: Topic, query, and link components look the same.
The result of selecting them is what makes them different.

- A topic component opens a sub-menu.
- A query component returns search results.
- A link component opens a Web page.

The Result Page

Once a search query is sent, the Results page appears listing all the records matching the query.



Returning to the Search Page

To return to a blank search page, click one of the **Search** link at the top of the side menu (Standard Search, Enhanced Search, or Visual Search). You may need to click **Clear** to delete previous search terms.

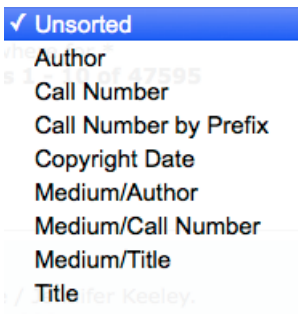
1 Sort List



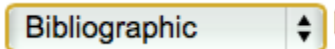
Sorting the Record List

To sort the records displayed by a different sort formula, select a sort order in the Sort list.

Note: This list may have been modified by your system administrator.



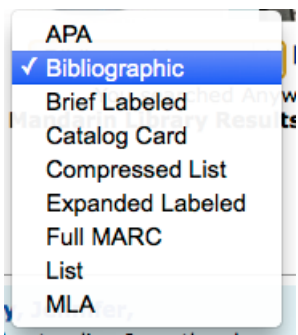
2 Result Display List



Changing the Display Format

To select a different format for the records displayed, select a display format in the Results Display list.

Note: This list may have been modified by your system administrator.



3 Availability Icon



Determining Availability

To determine an item's availability, refer to the color of the square or star-shaped icon next to the record. Green with a check mark signifies available and red with a mark signifies unavailable. A blue box indicates an item available electronically.




















If you are searching at a library with multiple sites, a star-shaped icon indicates that the item can be found at the local site; records located at other sites will have a square icon. At a single-site library, the icon will always be a square.

4 Media Type Icon



To identify the media type for a record, refer to Table below. (Media type icons also

appear on the Details and My Bookbag pages.)

	Artifacts		Floppy Disk
	Book		Journal
	Camera		Kit
	Cassette		Map
	CD Data		Microphone
	DVD Audio		Music
	DVD Rom		Playaway
	DVD Video		Sheet Music
	Ebook		Video
	Film		WWW

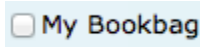
5 Details link



Viewing Record Details

To view more information about a specific record, click the Details link. This opens the Details page containing the expanded bibliographic record and item location information. See [“The Details Page”](#) for more information.

6 My bookbag check box



Adding Records to the Bookbag

To add specific records to the Bookbag for later viewing, printing, or e-mailing, select the corresponding My Bookbag check box for each item. To add all the items on a Results Page to a Bookbag, click on the Add to My Bookbag link at the top of the page. To view the contents of the Bookbag, click the My Bookbag link in the side menu. For more information on the Bookbag, see [“Using the Bookbag”](#).

7 Print link.

[Print](#)

Printing Search Results

To print the Results page, click the Print link. On the page that displays, click Print.



Comments and Ratings



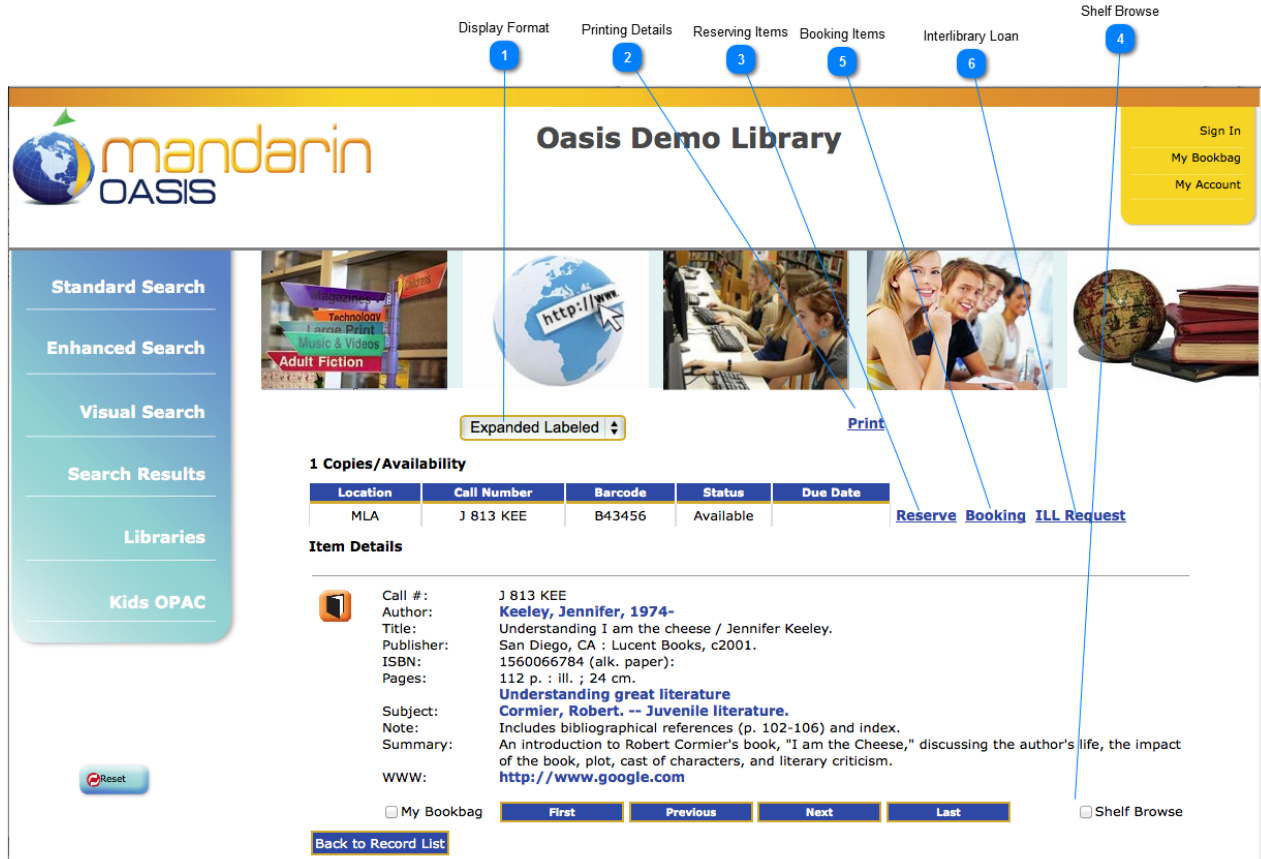
Comments(0)

[See How to video: Comments and Rating](#)

The Details Page

The Details page provides item details as well as information on the number of and availability of copies.

The Details page is accessed from the Results page by clicking the desired item's **Details** link. The options available on the Details page are described in the following sections; these options may have been modified by your system administrator.



The screenshot shows the Oasis Demo Library interface. Callouts point to the following elements:

- 1: Display Format dropdown menu (set to Expanded Labeled)
- 2: Printing Details link
- 3: Reserving Items link
- 5: Booking Items link
- 6: Interlibrary Loan link
- 4: Shelf Browse link

The page content includes the Mandarin OASIS logo, search options (Standard, Enhanced, Visual), a sidebar with Libraries and Kids OPAC, a book cover for "Understanding I am the cheese", a table of 1 copy availability, and detailed item information for the book by Jennifer Keeley.

Location	Call Number	Barcode	Status	Due Date
MLA	J 813 KEE	B43456	Available	

Item Details

Call #: J 813 KEE
 Author: **Keeley, Jennifer, 1974-**
 Title: Understanding I am the cheese / Jennifer Keeley.
 Publisher: San Diego, CA : Lucent Books, c2001.
 ISBN: 1560066784 (alk. paper):
 Pages: 112 p. : ill. ; 24 cm.
 Subject: **Understanding great literature**
Cormier, Robert. -- Juvenile literature.
 Note: Includes bibliographical references (p. 102-106) and index.
 Summary: An introduction to Robert Cormier's book, "I am the Cheese," discussing the author's life, the impact of the book, plot, cast of characters, and literary criticism.
 WWW: <http://www.google.com>

My Bookbag ☐ First Previous Next Last ☐ Shelf Browse

[Back to Record List](#)

Returning to the Record List

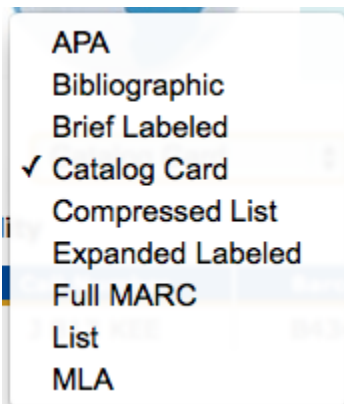
To return to the Results page, click the **Back to Record List** button or **Search Results** in the left-side menu list

1 Display Format

Expanded Labeled

Changing the Display Format

To select a different format for the records displayed, select a display format in the Results Display list.



2 Printing Details

[Print](#)

To print the Details page, click the **Print** link. In the Print dialog box, change settings if desired, then click **Print**

3 Reserving Items

[Reserve](#)

You must be signed in to the OPAC and have the proper permission in order to reserve items; for instructions on signing in, see [“Signing in to the OPAC”](#).

1. Under Copies/Availability, click **Reserve**. (If multiple copies are available, click the **Reserve** button that corresponds to the desired copy.)
2. On the confirmation page, click OK.

4 Shelf Browse

☐ Shelf Browse

Shelf Browse allows a patron to find records with call numbers similar to that of the displayed record. This is similar to looking at items to the left or right of a selected copy on a library shelf.

1. Select the Shelf Browse check box below the record.
2. After the page refreshes, you can click Previous or Next to move backward or forward in shelflist order.

5 Booking Items

[Booking](#)

You must be signed in to the OPAC and have the proper permission in order to book items; for instructions on signing in, see [“Signing in to the OPAC”](#).

1. Under Copies/Availability, click **Booking**. (If multiple items are available, click the **Booking** button that corresponds to the desired item.) This displays the Booking page.
2. Enter the **start** and **end** date of the booking period in the boxes, and then click **Submit**.
3. On the confirmation page, click **OK**.

6 Interlibrary Loan

[ILL Request](#)

If the desired item is held at another location, you can submit a loan request to that location. You must be signed in to the OPAC and have the proper permission in order to request an ILL; for instructions on signing in, see [“Signing in to the OPAC”](#).

1. Under Copies/Availability, click **Request ILL**. (If multiple copies are available, click the **Request ILL** button that corresponds to the desired copy.) This displays the ILL Request page.
2. In the Lending Library box, the library that has the copy appears.
3. In the Requesting Library box, your library location appears.
4. In the Submitter Name box, type your name.
5. In the Submitter E-mail box, your e-mail address should display (if there is an e-mail address in your patron record). If not, type your e-mail address.
6. In the Need by Date boxes, enter the date you would like to receive the item by.
7. In the Item Information section, verify that the correct item is listed.
8. If you have additional information to send to the requesting library regarding your request, type it in the Comments box.
9. If you would like to send a “carbon copy” of this e-mail request to an e-mail address, type the address in the CC box.
10. Click **Submit**. On the confirmation page, click **OK**.

Using the Bookbag

Mandarin's new tools make it easy and intuitive for students and library patrons to manage, store and share lists of library resources.

You can learn more by viewing this short video.

- Creates multiple bookbags for any user, and stores them with that user's account.
- Enables the export of a bookbag to create a bibliography.
- Allows faculty to create reading or resource lists that can be easily shared with students.

Note: The amount of time items will be saved in the Bookbag is configured on the Oasis Setup page.
See "Configuration" chapter for more information

Preview is not available

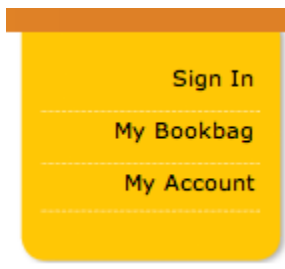


Using My Account

My Account is an optional feature that allows patrons to view information about their accounts. If the system administrator enabled this tab and all of its features, patrons can view information including their current transactions, past transactions, and personal information that is on record with the library. They can also renew items they have on loan as well as cancel reserve, hold, and booking requests.

Viewing Your Account Information

1. Click the **My Account** link in the side menu.



(If you have not already signed in, you will be prompted to do so; for instructions, see “Signing in to the Catalog”. This displays the My Account page.

2. Click the following links to access your information:

- **My Info** – Lists your personal information, such as address and telephone number, that the library has on file
- **Current Transactions** – Lists your open transactions
- **History** – Lists your transaction history
- **Change Login/Password** – Allows you to change your login information

My Account

My Info	Current Transactions	History	Change Login/Password	Print
-------------------------	--------------------------------------	-------------------------	---------------------------------------	-----------------------

My Info

Welcome Back, P0!

Barcode: P0

Name: Tracy Mikels

Address: 628 Waterspring Rd. Miami, FL 29118

Telephone:

E-mail:

Renewing Items

1. On the My Account page, click the Current Transactions link.
2. Click the Renew button that corresponds to the item you want to renew.
3. On the confirmation page, click OK.

Canceling a Reserve, Hold, or Booking Request


1. On the My Account page, click the Current Transactions link.
2. Click the Cancel button that corresponds to the item you want to cancel.
3. On the confirmation page, click OK.



Using My Account

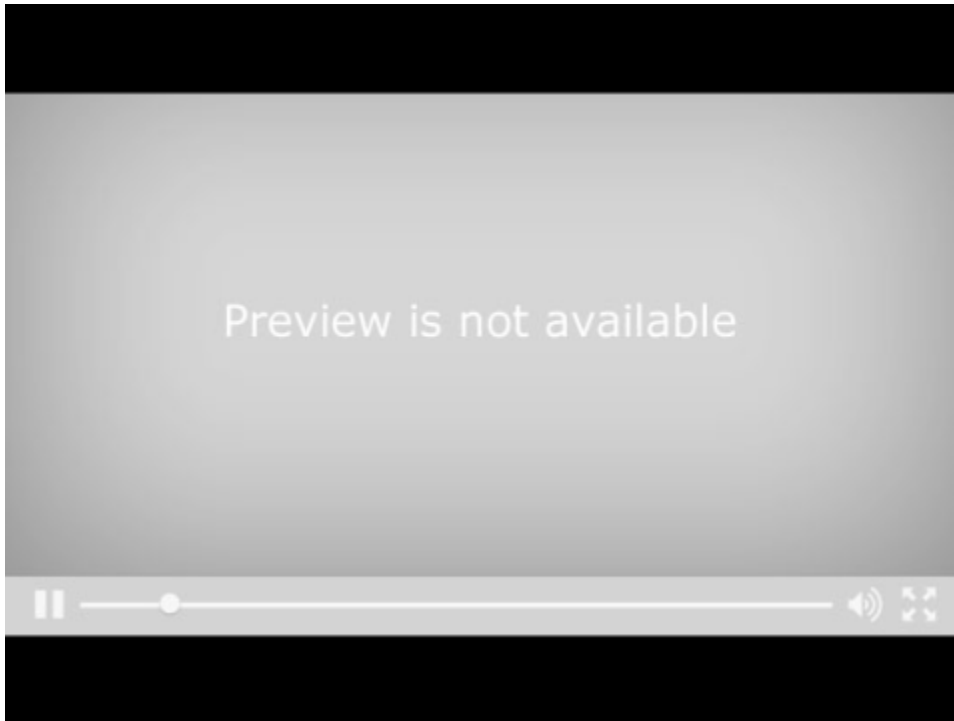
[Logout / My Account](#)

Current Transactions

	Title	Author	Call Number	Type	Due Date	
	Because of Winn-Dixie /	DiCamillo, Kate		Reserve	12/29/2006	Cancel

Kids OPAC

Kids OPAC makes it fun for young readers to search a library's collection! Children can choose from four themes by toggling among them.



Using the Report Generator

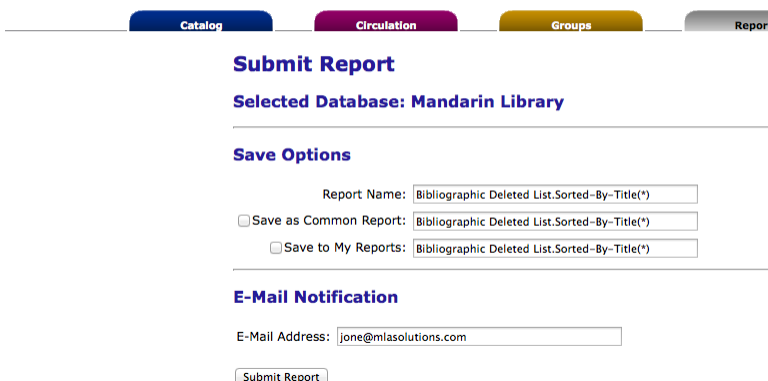
On the main Reports page, you can create a report, access your saved reports, generate common reports, or view report results. These procedures are described in the following sections.



Creating a Report

1. When the Report Generator is launched, the Create Report page displays. You can also access this page by clicking **Create Report** in the menu.
2. In the list, click the type of report you want to create. Several pages of questions will follow, allowing you to select the exact type of report you need.
3. The Submit Report page displays

Submit Report



On this page, you have the following options:

- Select the desired database in the **Select Database** list.
- Type a name for the report in the Report Name box.
- Select the Save as Common Report check box if this is a report you plan to use regularly, then type a name for the report. Later, you can quickly access this report by clicking Common Reports in the side menu. For more information, see “Generating Common Reports”

Note: Any report saved to My Reports will be available only to a user who is signed in with your login name and password.

- Select the **Save** to My Reports check box if this is a report you want to save only for your use, then type a name for the report. Later, you can quickly access this report by clicking My Reports in the side menu.
- In the E-Mail Address box, your e-mail address displays. This is the address that will receive a notification when the report is ready. If you do not have an e-mail address assigned in the system and the box is empty, type your e-mail address.

The e-mail you receive will include a link to the PDF report. (You must have Adobe® Reader® installed to view the report.)

4. Click **Submit Report**. This displays the Report Results. Your report will be listed in the Report Queue while it is processing. When it is ready for viewing, it disappears from the Report Queue and appears in the Report Results.

5. To view the report, do one of the following:

- In the Report Results list, click the **report name**. This opens the PDF report.
- If you indicated an e-mail address when you submitted the report, you will receive an e-mail notification when the report is ready. Click the link provided in the e-mail to open the PDF report.

Catalog
Circulation
Groups
Reports
Inventory

Report Results

<input type="checkbox"/>	Name	Completed	Size
<input type="checkbox"/>	Barcode Labels.Location (*).Call-Number-Range(600,601)	12/5/2013 11:42:18 AM	103.4K
<input type="checkbox"/>	Barcode Labels.Location (*).Date-Range(131114,131114)	11/14/2013 4:24:06 PM	0.9K
<input type="checkbox"/>	Overdue Student Letter.Grade(6).Location.Selected-Range-Of-Days(20131115,20131125).Sorted-By-Grade	11/14/2013 5:29:43 AM	28.7K
<input type="checkbox"/>	Overdue Student Letter.Grade(6).Location.Selected-Range-Of-Days(20131115,20131125).Sorted-By-Grade	11/14/2013 5:26:29 AM	28.7K
<input type="checkbox"/>	Overdue Patron List Selected Group.Group(students).Location (*).All-Dates.Sorted-By-Patron	9/12/2013 4:50:09 PM	81.2K
<input type="checkbox"/>	Overdue Notice.Location (*).All-Dates.Sorted-By-Patron	10/18/2012 8:38:47 AM	768.7K
<input type="checkbox"/>	Fine Letter.Location(29115).All-Dates.Sorted-By-Patron	3/14/2012 3:21:17 PM	28.1K

Delete Selected Reports

Report Queue

<input type="checkbox"/>	Position	Name	Submitted	User
<input type="checkbox"/>	1.	Bibliographic Deleted List.Sorted-By-Title(*)	12/23/2013 2:16:14 PM	admin

Delete Pending Reports

Generating Your Saved Reports

1. In the side menu, click **My Reports**. This displays the list of reports that have been saved to your login name.
2. Select the check box next to the report you want to generate, then click Resubmit. This resubmits the report criteria and generates a current report.

NOTE: To delete reports from this list, select the check box next to each desired report and click Delete Selected Reports at the bottom of the list.



Using the Report Generator

3. To view your report, see step 5.

Generating Common Reports

1. In the side menu, click **Common Reports**. This displays the list of commonly used reports.
2. Select the check box next to the desired report, then click Resubmit. This resubmits the report criteria and generates a current report.

NOTE: To delete reports from this list, select the check box next to each desired report and click *Delete Selected Reports* at the bottom of the list.

3. To view your report, see step 5.

Viewing the Report Results and Report Queue

You can view the Report Results list and the Report Queue list at any time by clicking Report Results in the side menu. Pending reports appear in the Report Queue until they are finished processing. When they are ready for viewing, they disappear from the Report Queue and appear in the Report Results.

NOTE: To delete reports from the Report Results, select the check box next to each desired report and click *Delete Selected Reports*. To delete reports from the Report Queue, select the check box next to each desired report and click *Delete Pending Reports*.

Maintenance

The procedures in this chapter should be performed only by an authorized administrator.

SYSTEM BACKUP INFORMATION

In order to protect your library data, it is important to perform frequent data backups. Daily backups are recommended to avoid the loss of files on the local hard disk due to disk drive failure, power outage, virus infection, accidental deletion, and other potential network problems.

The Mandarin Oasis Library Automation System does not currently provide continuous backup. A backup device, such as a tape backup, should be installed to allow backups. In addition, Mandarin recommends that your server be equipped with an automated backup system that can be used to schedule unattended backups.

BACKUP RECOMMENDATIONS

Mandarin recommends performing a daily backup after closing, and a full backup at the end of the week or before a holiday. In case of a hardware failure, a restore of a full backup followed by a restore of the latest partial backup can be completed. In case of a loss of only Oasis data, a restore of the latest partial backup can be completed.

Backups must be performed when no users are logged on the M3 server and the server is not running. To stop the M3 server:

1. On the taskbar, click the **M3 Server** icon. This displays the M3 Server menu.
2. Select **Stop**, then click **All**. This stops the server.
3. Perform the desired backup method. Two backup methods are explained in the following section, "Backup Methods."
4. When finished, repeat step 1. Select **Start**, then click **All**. This restarts the server.

Backup Methods

Two recommended backup methods are as follows:

- **Partial backup** – Backs up only the data that is critical to daily operation of Oasis. This entails selecting the specific location where Oasis data is stored (the default path is **c:\m3 server\registry**) and starting the backup. This operation completes within a few minutes, and is a reliable solution for restoring Oasis data. This type of backup does not back up the operating system or any other files on the computer. If a server failure occurred and the data on the hard disk was lost, the operating system and all applications would have to be reinstalled; Oasis would be restored from the latest backup, repairing all data and transactions. This type of backup is typically performed by a network administrator.
- **Full backup** – Backs up the entire server, including the operating system, users, security, login scripts, applications, and all Oasis data. This entails selecting the drive(s) and starting the backup. This operation may take a half hour to several hours to complete. This type of backup is typically performed by a network administrator.



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