How to use OLIVER Library

1. Go to the DET student Portal by typing the following web address or Google DET student portal:



- 2. Log on using the **DET user name and password**.
- 3. Select OLIVER Library once you are in the portal.
- 4. You should see the following screen once you are in OLIVER Library:

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5. Click on your name on the top right hand corner and you should see features such as Messages, Searches, Loans, Reserves, Loan History and Settings.

- **Messages** is where you check messages from the library about your loans.
- **Search** is where you can search books and save the search for future reference.
- **Reserves** is where books are reserved in your name. If those reserved books are available you will be notified by one of the library teachers. All reserved books will be held for 3 weeks.
- Loan History shows what you have borrowed in the last 12 months.
- Settings lets you personalise your OLIVER Library home page
- Loans is where you check how many books are currently loaned to you. This is also a feature that allows you to renew your loans for another 2 weeks.
 Please note the system will allow 3 renewals. If you need more than 2 weeks, you will need to email the teacher librarian: <u>haridian.ramirez@det.nsw.edu.au</u>
- 6. To reserve a book that is currently on loan, click the reserve box that has a padlock on it:



You can also access the library catalogue via your mobile device by downloading the app:



7. To **renew** books, select My Current Loans on the app.



Reader If you see the following icon below the title of a book you have borrowed you can take a quiz after you finish reading the book if you are in years 7 and 8.

Reading Practice quizzes ask questions that measure your comprehension of a book – there are 3, 5, 10 or 20 questions in a Reading Practice quiz depending on the length and complexity of the book. The result of the quiz then goes to the librarian and your English teacher.



If a book is available, there is a green tick below the title. A red tick means the book is loaned out, so you can reserve it. An orange tick means it is a textbook.

There are also many eBooks and audio books in the Bellingen High School catalogue. You can see what type of book it is by looking at the icons below the title:





Happy Reading!