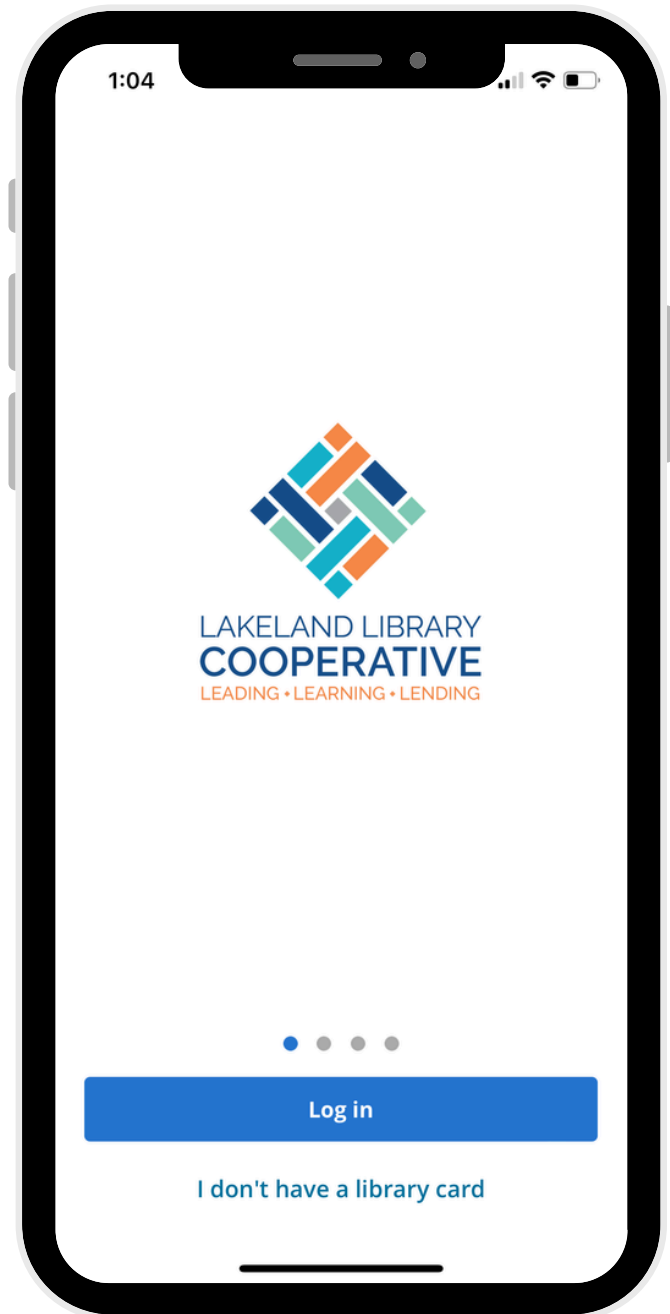# LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

LAKELAND LIBRARY COOPERATIVE BIBLIOAPPS TUTORIAL
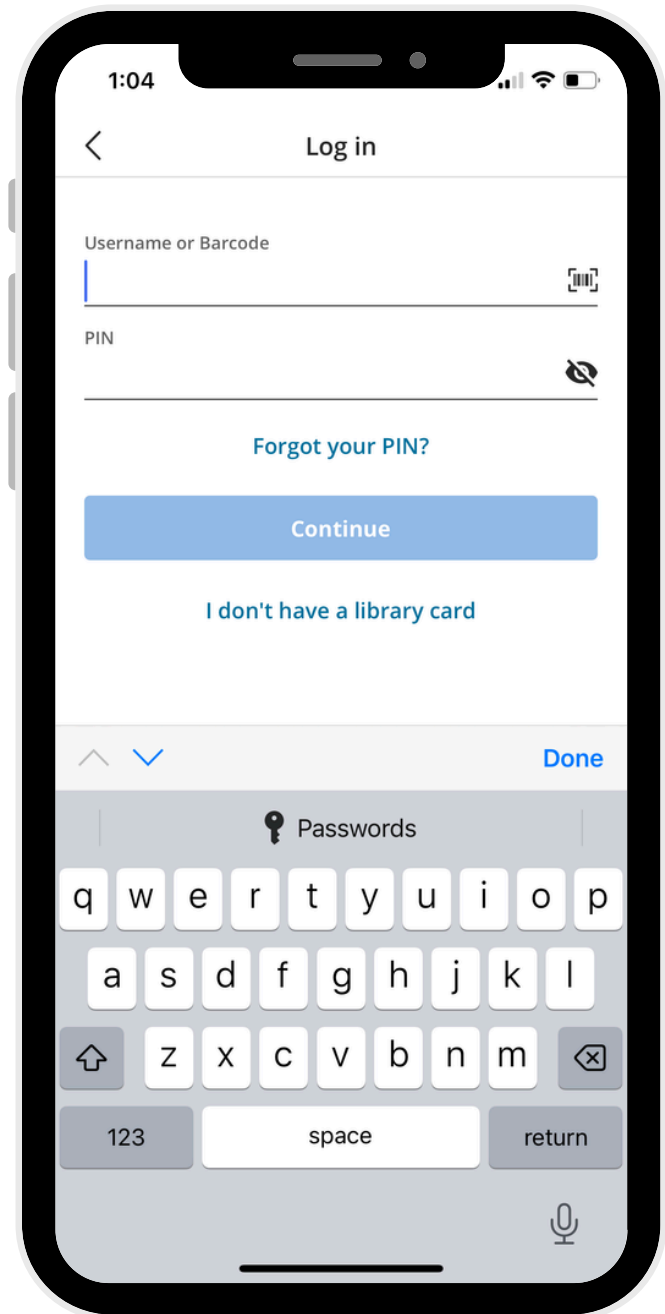
Download and Startup

- Search your app store (either the Apple app store or the Google play store) for the **Lakeland Library** app.

- Follow the stores instructions to download the app. You made need to log in to your app store account to download the app.

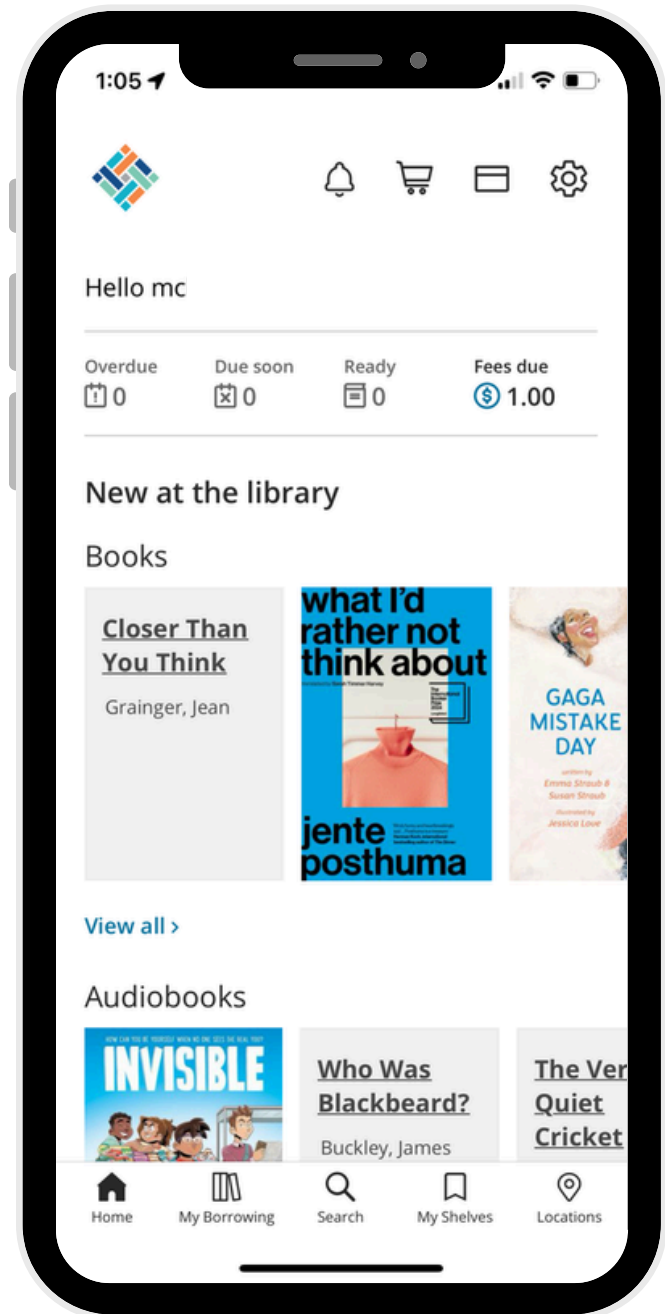- Once the app is downloaded, you will see the screen to the right.

Login

- To log in, click the login button on the home screen.

- If you already have a username through your library's catalog, you can enter that, or you can enter your library card barcode.

- Enter your PIN number. This is the last 4 digits of the phone number provided at registration, unless you have changed it.

- You can also reset your PIN number using the link provided on this scren.
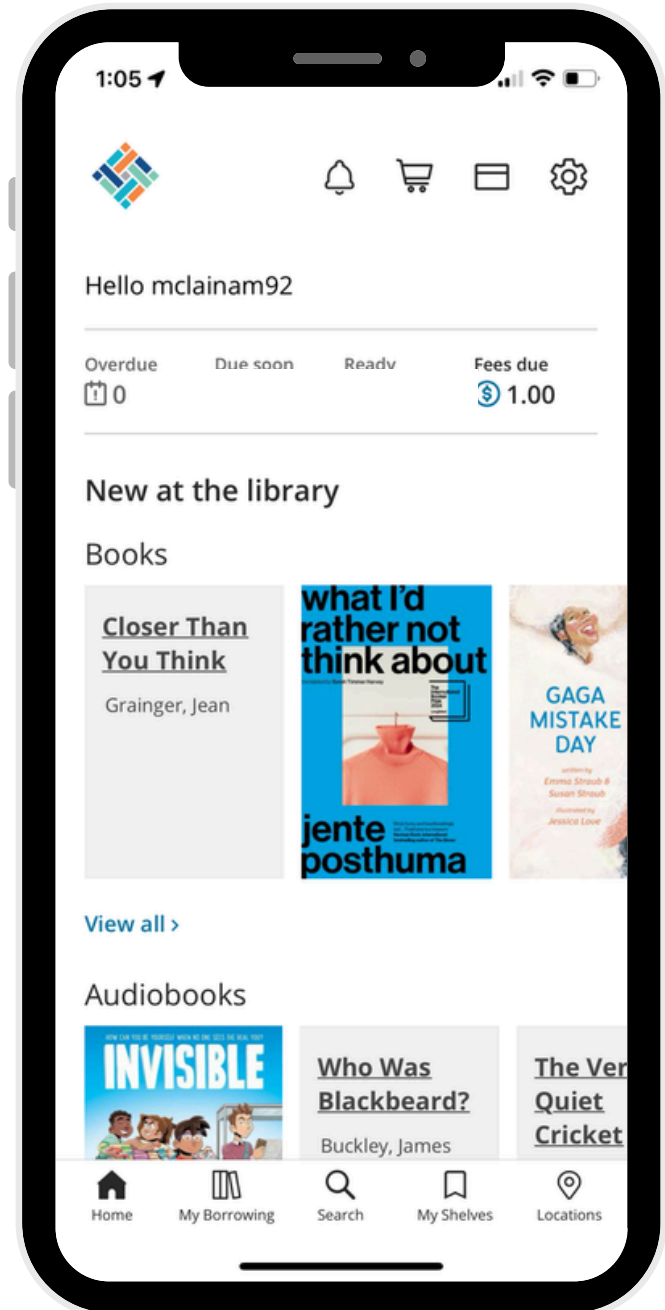
Dashboard

- After login, your dashboard will be displayed.

- The top of the dashboard gives out an overview of your account - whether you have any overdue items, any items due soon, and holds ready for pickup, and any fines or fees due.

- The dashboard also displays new items available at Lakeland Libraries.

- The icons in the upper right are for notifications (bell), self-checkout (card), digital library cards (card), and settings (gear).
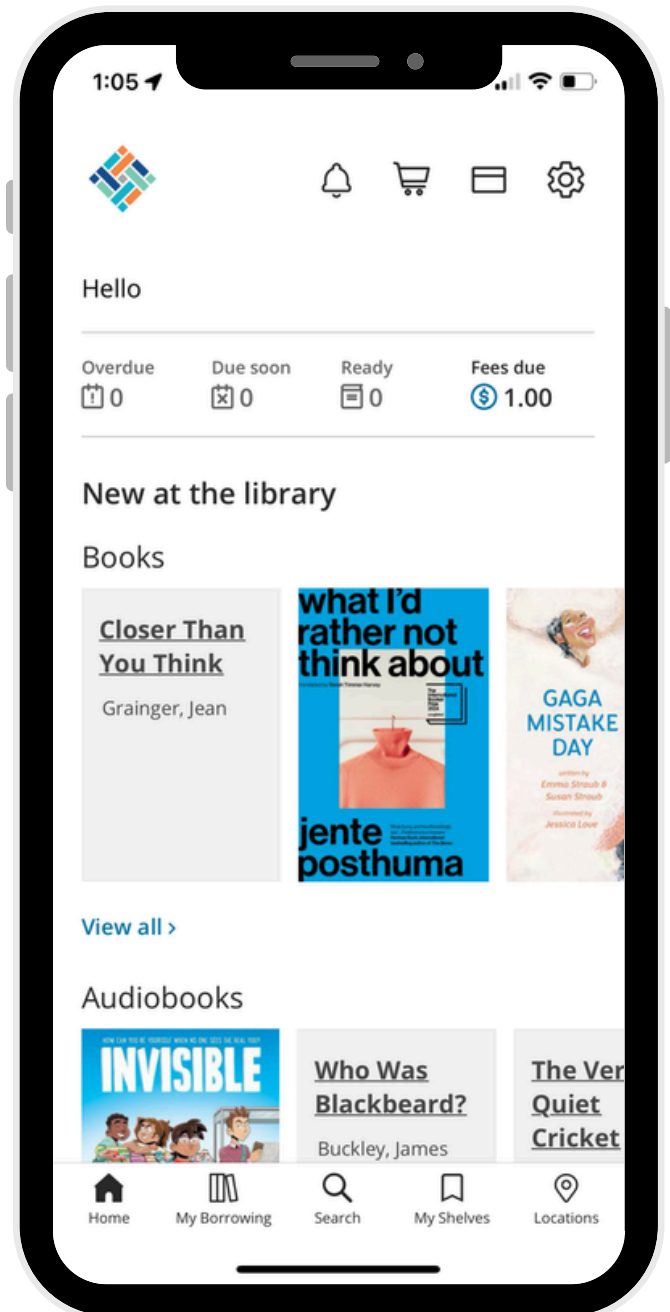
Self-Checkout

- To begin the self-checkout process, click the cart icon at the top of the dashboard screen.

- This will open your camera and ask for your permission to use your phone's camera. Once permission is granted, you can begin to scan item barcodes to check them out.

- Once an item is scanned, confirmation will pop up on the screen that it was checked out. Then you can either continue scanning items or complete checkout.
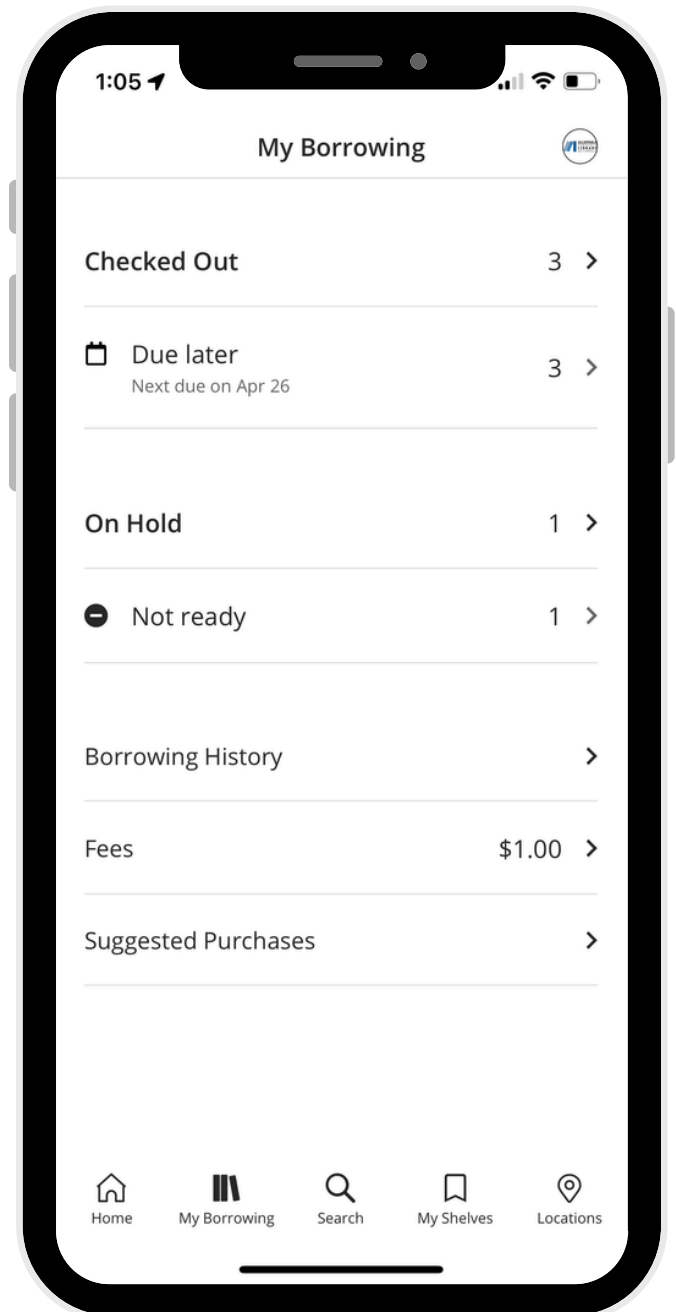
Adding Cards

- To add, remove, or view digital cards, click on the card icon at the top of the dashboard screen.

- Each barcode registered on the app will generate a digital card with a scannable barcode, library card number, username, and expiration date.

- This card screen also allows for to add cards, which follows the same process as logging into the app.
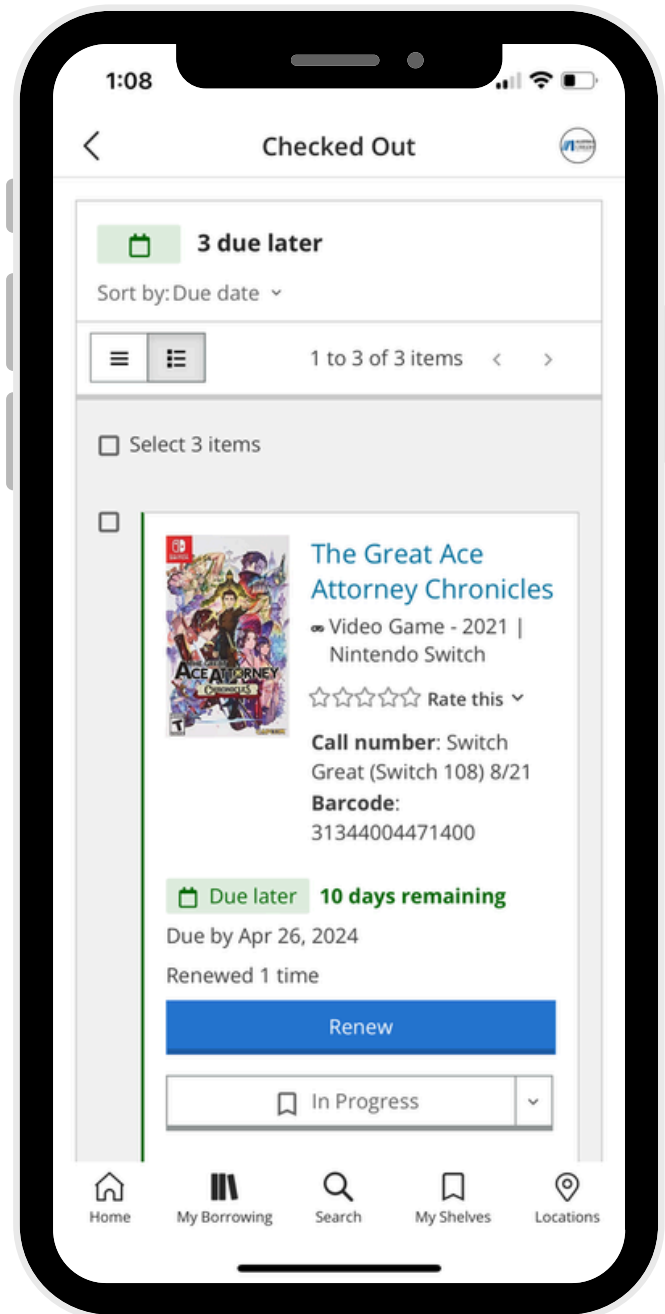
My Borrowing

- Clicking on the "my borrowing" tab at the bottom of the screen will show you a detailed view of your account.

- You can see what all you have checked out currently, and what it due back soon.

- You can check on your holds and see if any are ready.

- You can enable and view your borrowing history.

- You can check and pay fines.

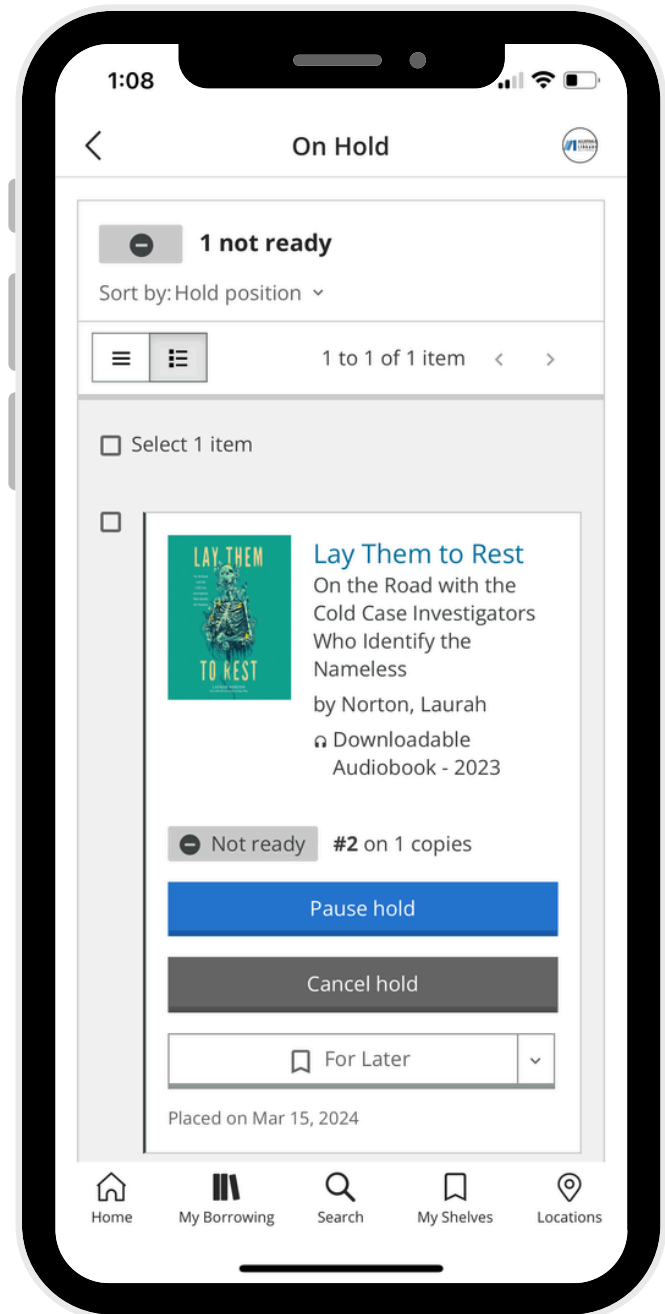- You can make purchase suggestions.

Currently Checked Out

- Your "Checked Out" page will display the items you currently have checked out to the selected card.

- Items due soon will be highlighted.

- Each item will display days left in the borrowing period, and whether it has already been renewed.

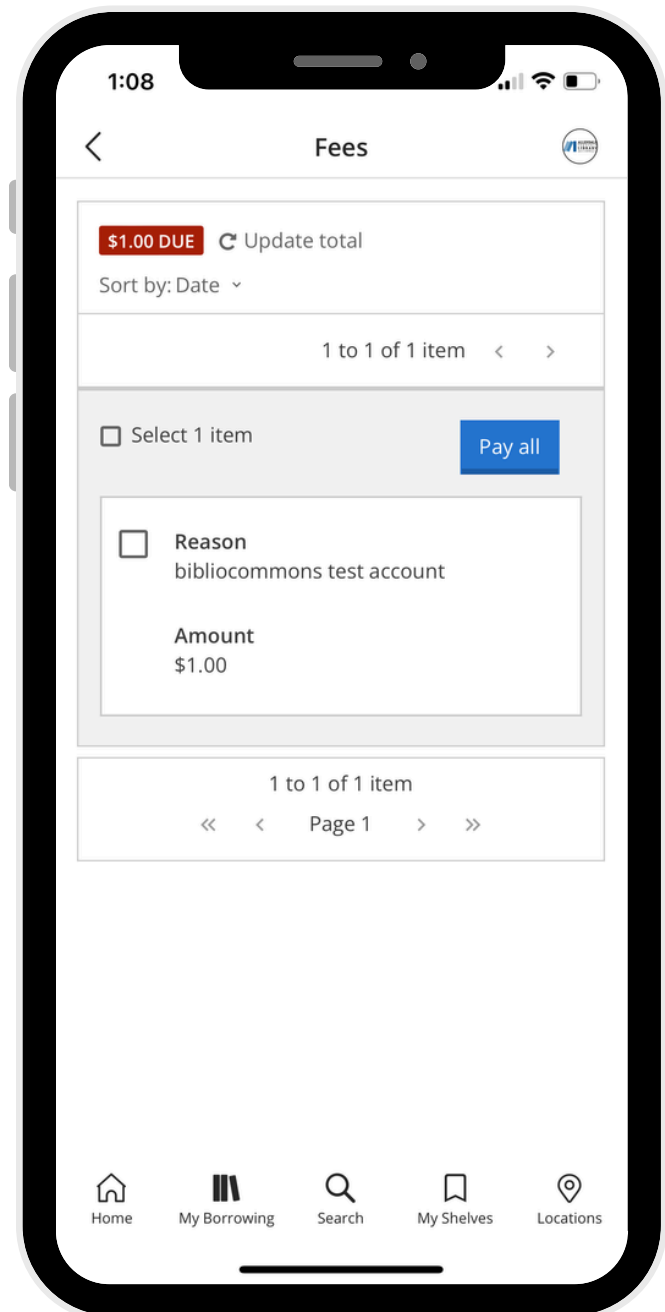- You will also be given the option to manually renew the item.

On Hold

- Your "On Hold" page will display everything you currently have on hold - including digital items through Libby.

- This page will also display the status of the hold.

- This page also allows you to pause the hold.
  - However, it should be noted that holds need time to be established before they can be paused, or else you will encounter an error.
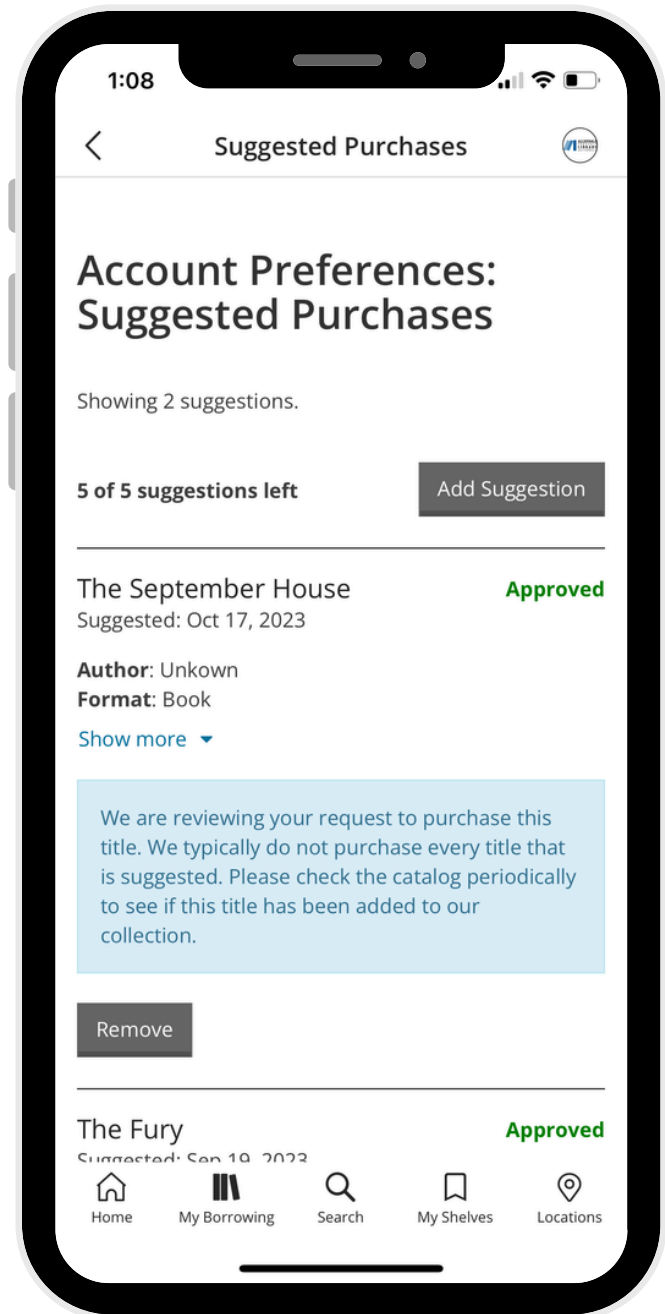
Fines

- Your "Fines" page shows you any fines and fees attached to your account.

- Each charge will list its reasoning.

- You can check the box next to the fine to pay it, or click the blue "Pay All" button to pay fines directly in the app.
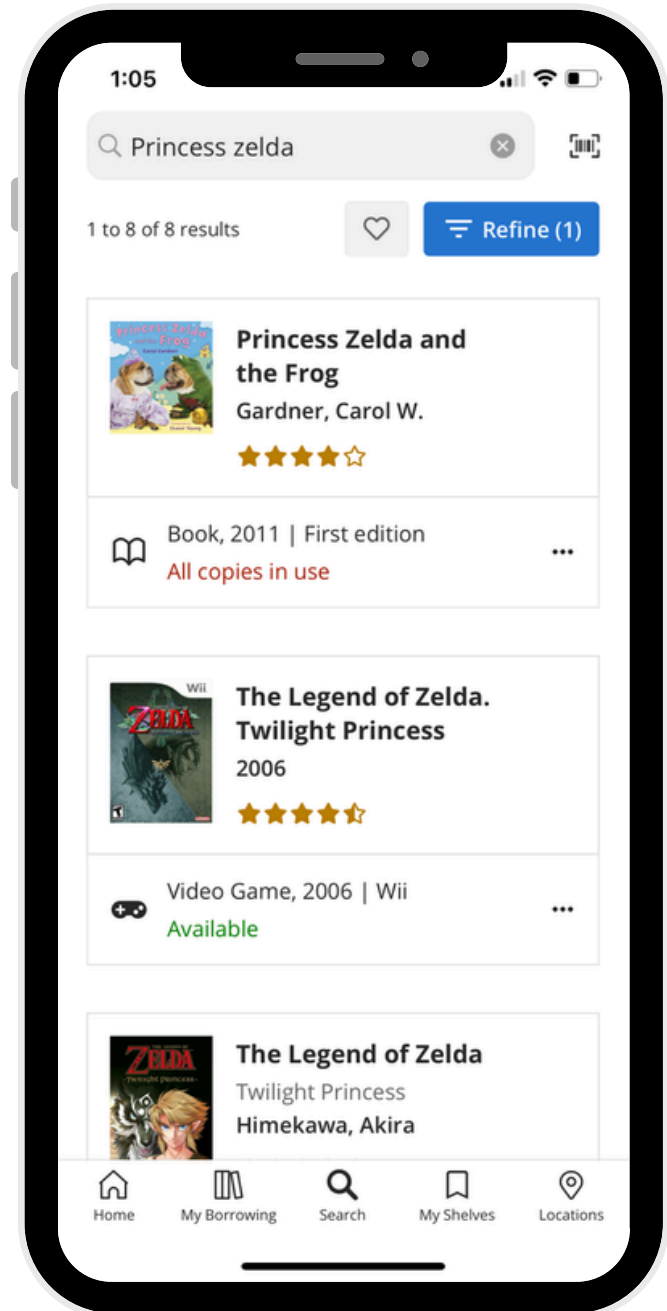
Suggest a Purchase

- The "Suggested Purchases" page allows you to suggest items for your library to purchase.

- Click the "Add Suggestion" button and follow the prompts to make a suggestion.

- This page will also show you your past suggestions, and how the library has responded to them.

1:08

<   **Suggested Purchases**

Account Preferences: Suggested Purchases

Showing 2 suggestions.

5 of 5 suggestions left   Add Suggestion

The September House   **Approved**
Suggested: Oct 17, 2023

Author: Unkown
Format: Book
Show more ▾

> We are reviewing your request to purchase this title. We typically do not purchase every title that is suggested. Please check the catalog periodically to see if this title has been added to our collection.

Remove

The Fury   **Approved**
Suggested: Sep 19, 2023

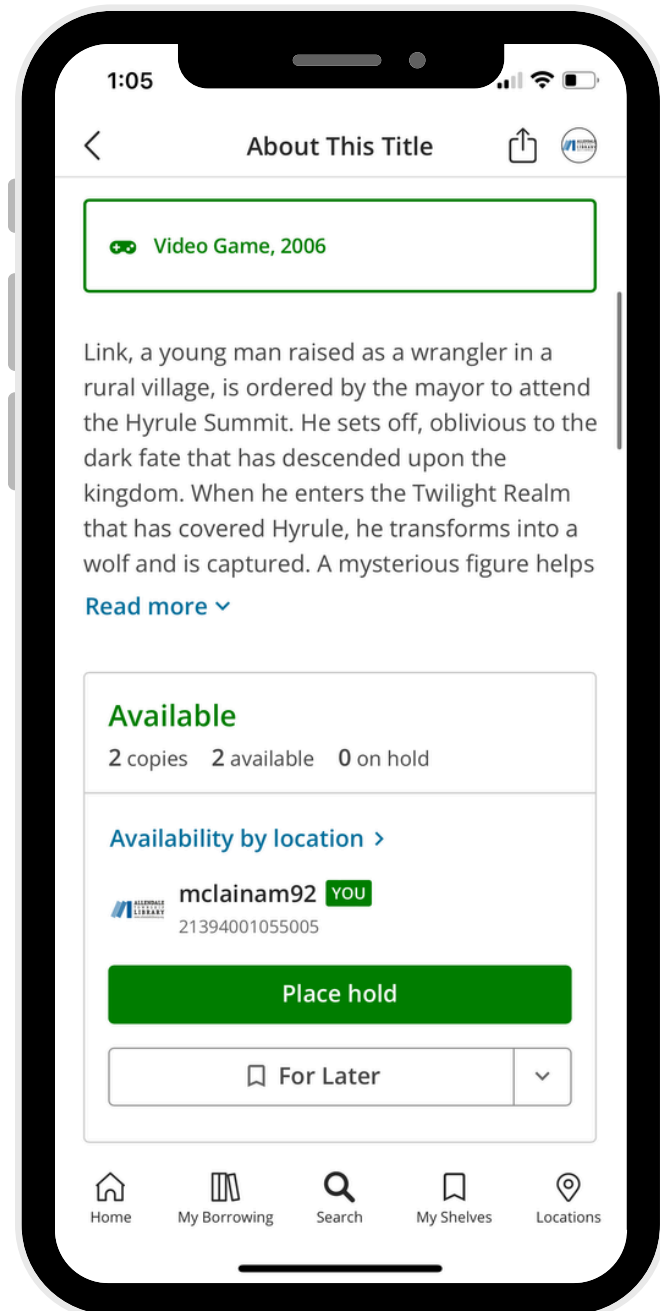Home   My Borrowing   Search   My Shelves   Locations

Searching

- Using the search tab, you can search all Lakeland libraries for items.

- This page also allows you to filter results by format, genre, audience, language, and more.

- You can also see whether there are currently items of that title available from the search page.

- By clicking the elipses next to an item, you can also add it to one of your shelves.
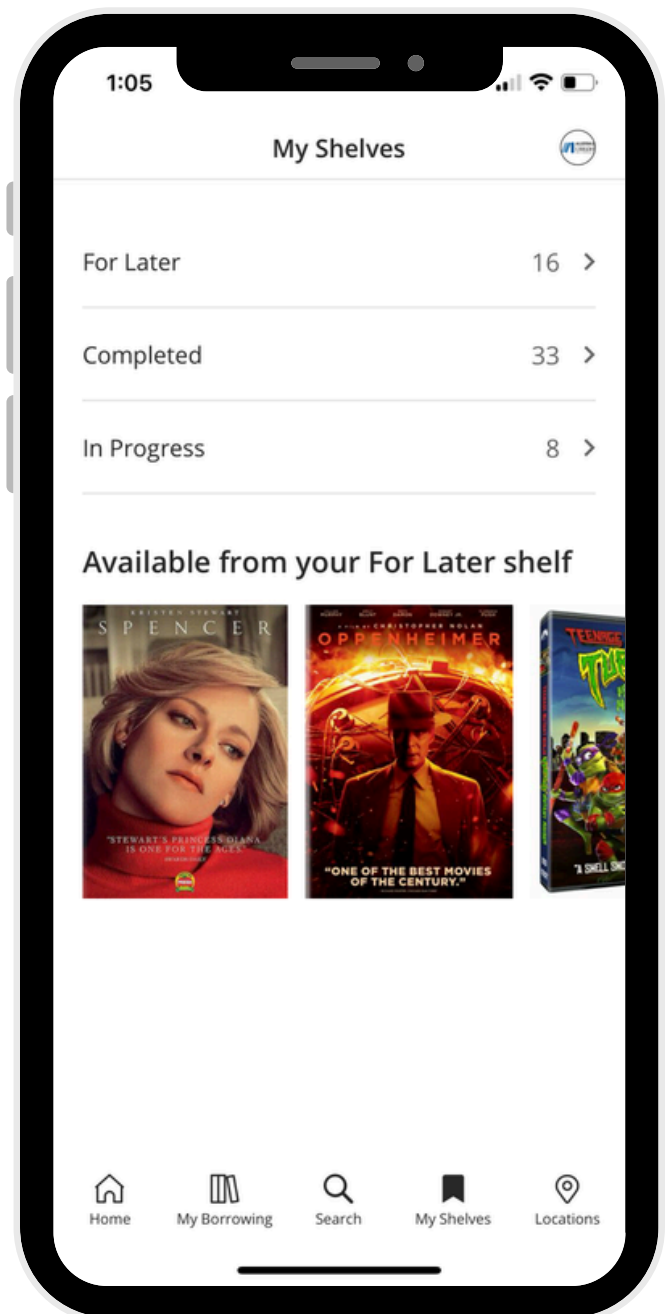
Item Pages and Holds

- The item's catalog page contains a general summary of the item, along with item details.

- This page also contains a list of how many of this item are available within Lakeland. You can click "Availability by location" to view which libraries own the selected item.

- Click the "Place hold" button to place a bib-level hold on the selected item.

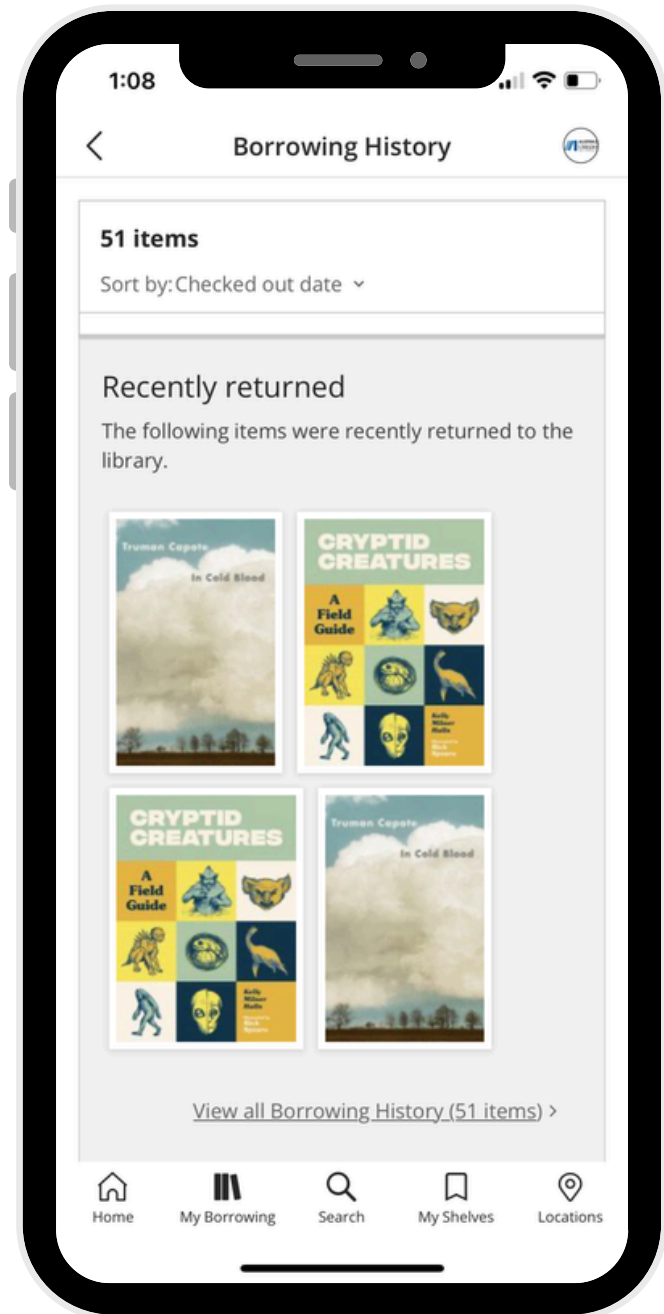- You can also add the item to your "for later" shelf from this page.

My Shelves

- On the "My Shelves" tab, you can see your shelves - "For Later," "Completed," and "In Progress."

- Titles can be added to the lists from the item pages or by clicking the "+ Add Title" button on the list page.

- This page also automatically pulls a carousel of items that are on your "For Later" shelf that are currently available to check out.

- To view a shelf, click on its name. From there you can view and filter its contents similar to searching the catalog.

Borrowing History

- Your borrowing history shows you items that you have checked out on your card - but only titles checked out after you have enabled this feature.

- If you have not enabled borrowing history, you can do so from this screen.

- A reminder, this has to be manually turned on by the patron due to the Library Privacy Act.

Locations

- The locations tab lists all libraries within Lakeland, apart from those in Muskegon, which have their own app.

- A star will be placed next to your home library.

- Locations will display their open hours relative to the current time - i.e. they are open until 8, or they are closed and will open at 10 AM tomorrow.

- If you enable location services for the app, then the app will also provide the distance from you to that location.