

User's Guide for the BookMyne App

BookMyne is a free mobile app which allows customers to search the library catalog, place holds on items, and manage their account.

My Account functions include:

- a list of items currently checked out with due dates
- current charges
- the ability to renew selected or all items currently checked out
- a list of pending and available holds, and the ability to cancel or suspend holds

Other features include:

- E-books and audiobooks available for download directly from within the app
- Scan a book UPC barcode to see if it is available at the library
- Pay fines online by credit card
- Access more than one account

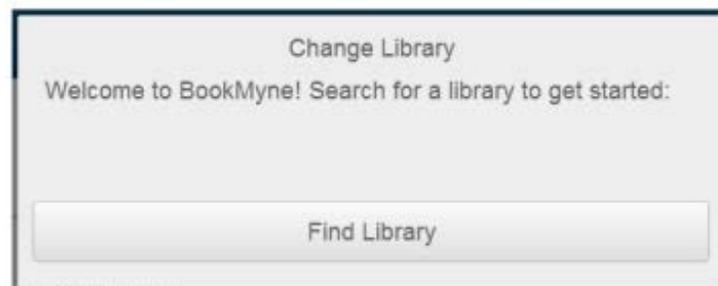
Currently BookMyne is available for smartphone and tablet users for iOS (iPhone, iPad, iPod Touch) devices. BookMyne can be downloaded from the App Store for iOS devices. **BookMyne is not currently available for Android devices.**

To Get Started

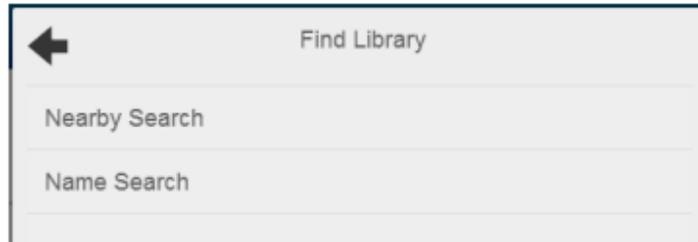
1. Download the free BookMyne app from the [App Store](#). (If the BookMyne app does not appear in the App Store, you may find it by searching for it in your browser, e.g. Safari, then clicking on the link to download it.)
2. Open the app on your device

Add Your Library

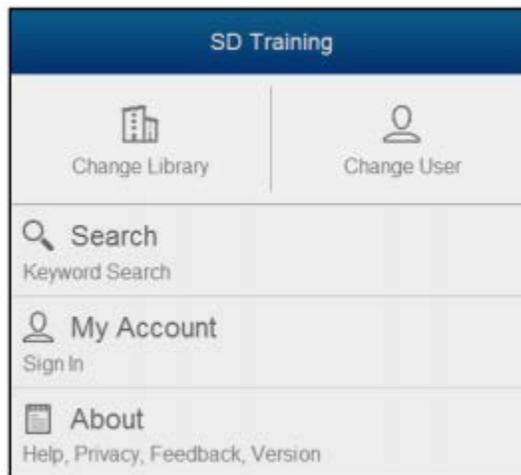
3. Tap the Find Library button at the bottom of the first screen



- a. Choose Nearby Search to use your device's location services to find the nearest library
- b. Or choose Name Search to type in your library's name
 - ❖ You can either add your individual branch or Lincoln City Libraries. If you choose Lincoln City Libraries, you will be able to search all locations and select any branch for hold pick up. This will also include new materials on order.

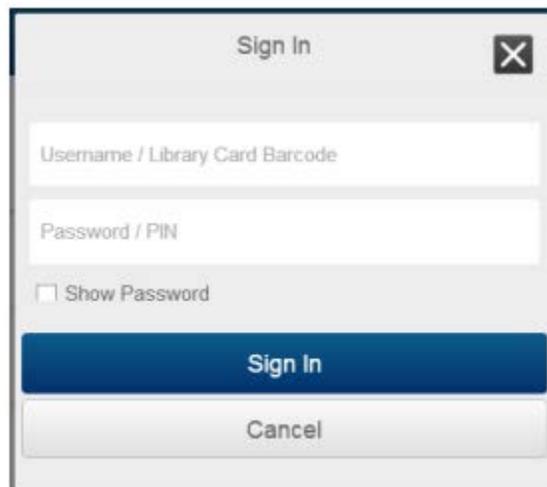


4. Select your library and tap "Add This Library".
5. The "Change Library" button allows you to add multiple libraries.



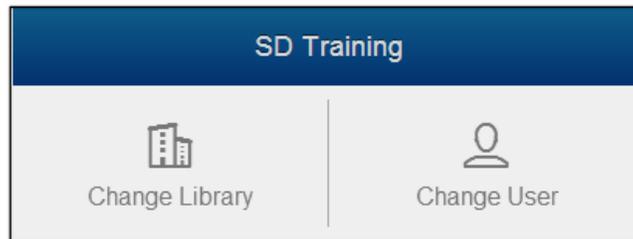
Add Your Account

6. Tap on My Account.
7. Enter your library card number and your PIN.



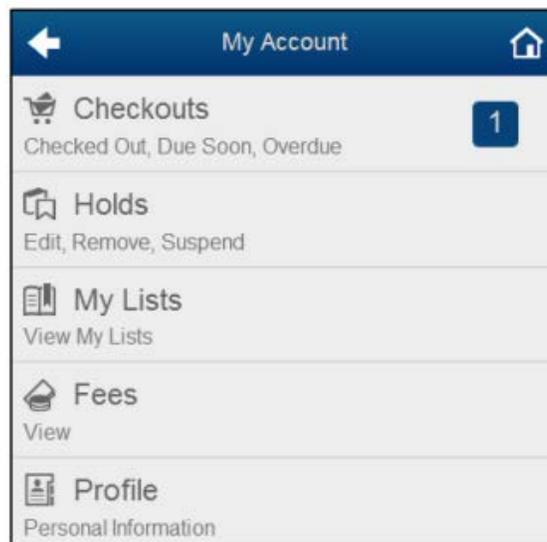
8. Tap Sign In.

9. Add multiple users by tapping Change User in the top right corner of the Home screen, then clicking Add User, and entering the library card number and PIN.

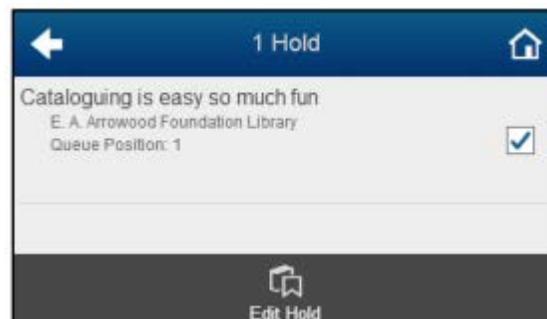


My Account

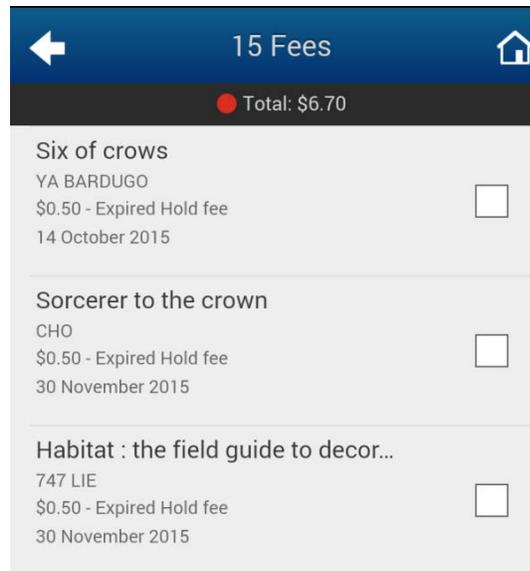
10. Account activity is indicated by a number representing the number of alerts. For example, a number in the Checkouts field indicates that how many items are due soon or overdue.



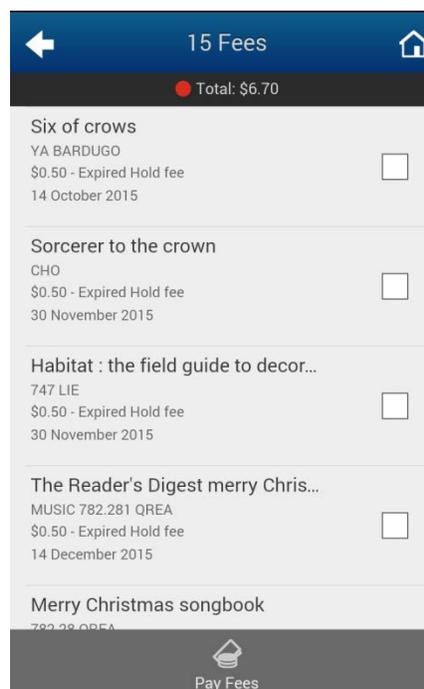
11. **Checkouts:** This displays all checkouts. If an item is eligible for renewals, then you will be able to renew the selected material from this view. You can also renew items from the detail view for each title. After clicking on the title, the renew button will be available to renew the material.
12. **Digital Checkouts:** This displays any digital checkouts and allows for download of items.
13. **Holds:** This displays pending and available holds. You will be able to edit the selected item hold from this view. You can also edit a hold from the detail view for each hold. Select one or more titles to activate the "Edit Hold" option. From within the BookMyne app, you can remove holds, change your pick up location, and suspend the hold.



14. **Digital Holds:** This displays pending and available holds. Selecting a title allows you to edit and remove the hold.
15. **My Lists:** This feature is planned for a future release.
16. **Fees:** Displays any associated bills/accruing fines.



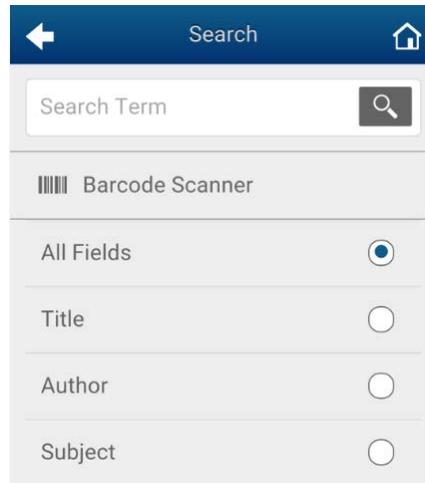
- ❖ To pay fees within the BookMyne app using a credit card, select the desired fees to activate the "Pay Fees" option. Tap Pay Fees to retrieve the secure checkout screen and fill out required information to make a payment.



17. **Profile:** Displays address and contact information on file with library. Please contact the library to make changes.

Search

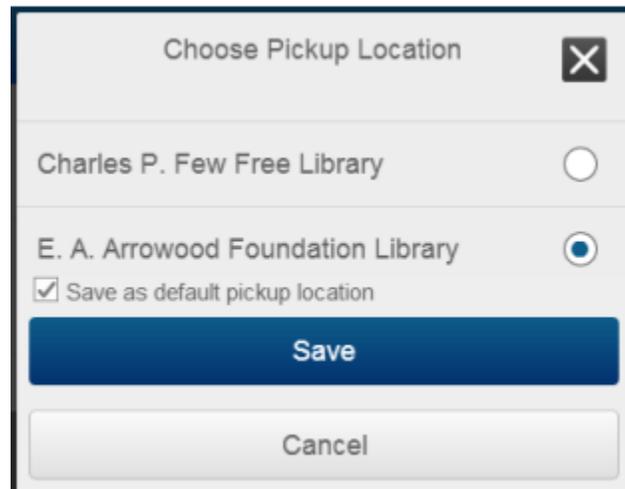
18. The “Search” option enables you to search your library’s materials.



- ❖ The barcode scanner is for the book’s UPC barcode, not the library barcode. It may not work with DVDs or music CDs.

19. Once one or more items have been selected from the list, the option to place a hold will appear.

20. Tap place hold, and select your desired pick up location. You also have the option to save the selection as the default. Then tap the “Place Hold” button. A green check mark next to the item will indicate the hold was placed successfully.



21. Return to the Search screen by tapping the left facing Arrow  or return to the main screen by tapping the Home button. 