



## **BookMyne Mobile App User Guide**

After you've visited the app store of your smart phone to download BookMyne, follow the below directions to use your BookMyne Mobile library app.

**Logging In:** The first time you use the app you'll have to sign in. After you do it once the app will remember you.

1. Type your library card number in the space labeled "library card barcode" on your screen.
2. Press the "Sign In" button at the bottom of your screen.

Please be advised, your library card account must be in good standing for this app to work. That means not expired, no blocks, fines, or fees due. If you are getting a library card number error please call the circulation desk at 856-629-1212 ext211.

### **Finding your library:**

1. On the home screen of your BookMyne app tap the "select library" option.
2. Choose the "Free Public Lib of Monroe Township" from the options provided.
3. If for some reason you cannot find The Free Public Library of Monroe Township in the list of options, select "Find library" at the bottom of the screen.
4. If you hit "nearby search" your phone will do a location search and list the libraries closest to your current location. Choose our library from those options.
5. Or choose "Name Search" and type The Free Public Library of Monroe Township in the space provided.
6. Hit the "Search" button at the bottom of the screen. Then select our library from the resulting options.

You can always repeat these options if you ever need to change your home library. Otherwise, your app will save our library as your main library. You won't need to do this step again.

### **Searching the Catalog:**

There are multiple ways you can search for items in our and other LOGIN libraries

- a. Barcode Scan (using your phone's camera to scan the barcode of a book you find in a bookstore but don't want to buy. You can scan the barcode and see if any of our libraries have the title you want to borrow.)
  - b. Title
  - c. Author
  - d. Subject
1. On the home screen tap on the "search" option.

2. Choose the way you want to search, title, author, subject, from the options listed. If you choose to do a barcode scan, the app will automatically open your phones camera so that you can scan the bar code of the book you want to borrow. See the Barcode Scan instructions further down for details.
3. From the results choose the format of the title you want to borrow.
4. The following page is the “details” page. On this page you will find out how many copies of the book are available, As well as the format, author’s name, ISBN number, Publication date and a very brief summary of the book’s plot.
5. You can also place the book on hold. See below for steps on how to place a title or other item on hold.

### **Using Barcode Scan Search Option:**

1. Tap the “**Barcode Scanner**” option.
2. The app will automatically open your phone’s camera.
3. Hold your phone over the barcode (example pictured below) on the back of the book so the barcode is inside the box on your screen. Wait until you hear a beep and then proceed.



4. If we have the book you scanned the title will appear on your screen with a picture of the cover.
5. Tap the empty box at the end of the screen to place a hold on the title.
6. Tap “**Place Hold**” at the bottom of your screen.
7. You will then be prompted to select a “pick up location” from the list of LOGIN libraries provided. Choose “The Free Public Lib of Monroe Township” from this list. (Or the library from which you want to pick up your books.)
8. Hit save.
9. Then hit “**Place Hold**” on the next screen.
10. Next you will see a green circle with a check mark indicating you have put the book on hold.
11. Tap “close”

### **How to place a hold:**

1. Tap the title you want from your search results
2. At the top right tap “**Place Hold**”.
3. You will be prompted to select a “**pick up location**” from the list of LOGIN libraries provided. Choose “The Free Public Lib of Monroe Township” from this list. (Or the library from which you want to pick up your books.)
4. Hit save.
5. Then hit “**Place Hold**” on the next screen.
6. Next you will see a green circle with a check mark indicating you have put the book on hold.
7. Tap “**close**”

### **How to edit/delete a hold:**

1. On the home screen tap “**My Account**”.
2. On the next screen tap “**Holds**”.

3. A list of your active holds will appear. Tap the title or item you want to delete.
4. Hit “**edit hold**” at the bottom of your screen.
5. On the next screen, choose your option.
  - a. Tap “**remove hold**” to delete.
  - b. Tap “**change pick up location**” to change where you pick up your book or item.
  - c. Or “**suspend hold**” to determine the specific date you would like this book put on hold (this would be used if you don’t want the book right away).

**How to manage your Library Account:** With BookMyne you can manage a few things in your library account. You can renew your checked out books and other items; edit, remove, or suspend holds; view any fees or fines on your account, and confirm personal information on your account (i.e. Address, phone number, and name). You **CANNOT** change any personal information. You also **CANNOT** pay fees or fines with this app. You can only view them. All fees, fines, and changes to personal information must be done at the circulation desk in the library. Please call 856-629-1212 ext211 to make any necessary changes to your library card account.

**How To Renew Books:**

1. Tap on the “**My Account**” option on the home screen.
2. Tap the “**Checkouts**” option at the top of the list.
3. Tap the empty box next to the title, or item, you want to renew.
4. Tap “**renew**” at the bottom of your screen.
5. On the next screen, tap “**renew**” at the bottom of your screen to confirm renewal.
6. You will then see your new due date under the title of your checked out item.

**How to View Fees and Personal Information:**

1. On the home screen, tap “My Account.”
2. On the next screen tap “Fees” or “Profile” depending on the information you want to view.
3. The resulting page will show you what fees that are present on your account. Under personal information it will show you the personal present on your account.

Thank you for using The Free Public Library of Monroe Township.

If you have any questions about using BookMyne or any other database available on our website, please do not hesitate to speak with one of our librarians at 856-629-1212 ext206.