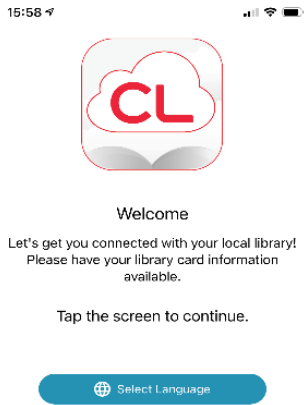


Data label: Official

cloudLibrary App – Bibliotheca

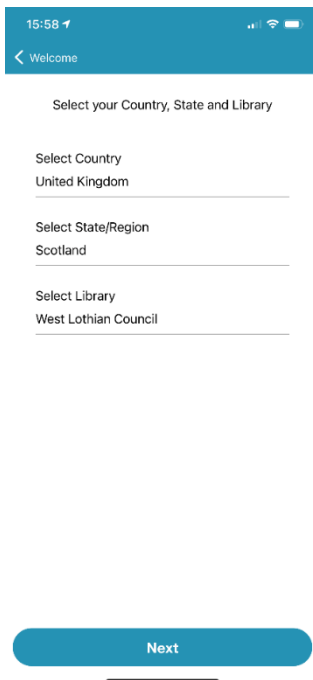
From your App store search and download **cloudLibrary by Bibliotheca**

After you have downloaded and installed the app, tap the app to open



Select Language and tap on screen as instructed.

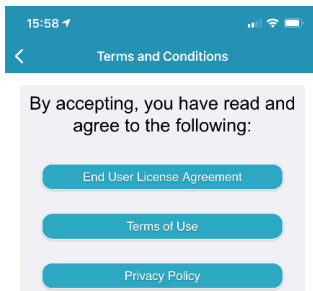
You will now be prompted to complete the following: Country - please select **United Kingdom**, State/Region - please select **Scotland**, Library – please select **West Lothian Council**.



Tap Next

Data label: Official

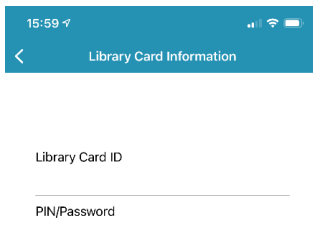
You will now see the terms and conditions. Once you have read through, please tap Accept to continue.



Accept

You will be asked again to confirm you Accept the Terms and Conditions, **Accept**

You will now be asked to fill in your **library membership card number** and **PIN**



Login

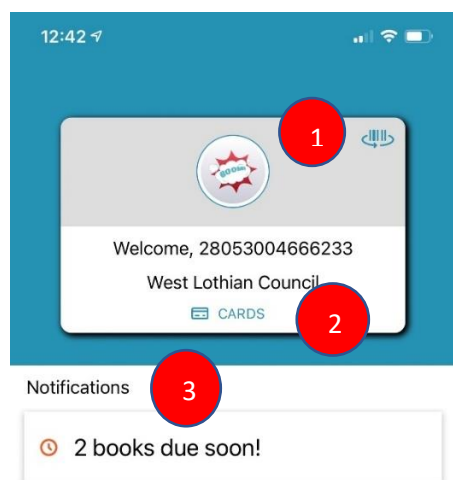
Once completed, tap **Login**

Data label: Official

Home Screen

You will now be taken to the Home screen

The Home screen provides access to your virtual library card, content you currently have on loan, important messages from your library and notifications.



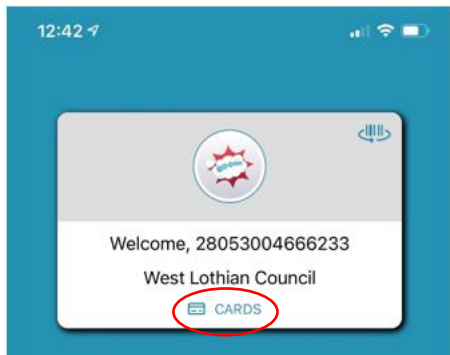
1. View virtual library card barcode.
2. Displays all library accounts currently logged into on device.
3. Displays library messages and notifications.

Data label: Official

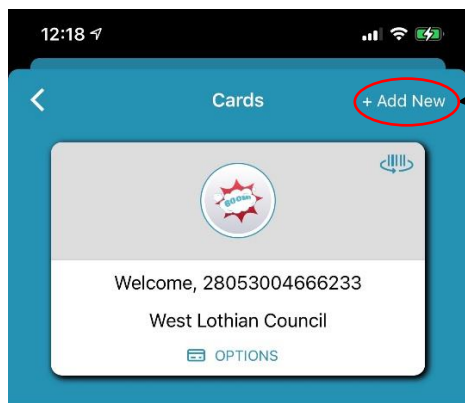
Adding another Library Card / Switching to Other Card

You can add in other family members cards and switch when issuing to another card

From the Home screen press on Cards

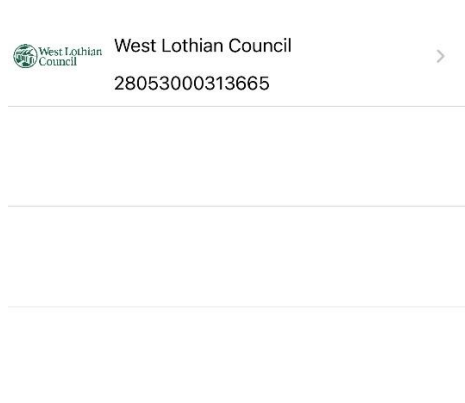


Press Add New



Follow instructions to add in another card

All Cards



Press on the card you wish to switch to, you will then see the following options: Use Card, Lock, Edit & Remove
Select option Use Card and select Ok when prompted to Switch Account.

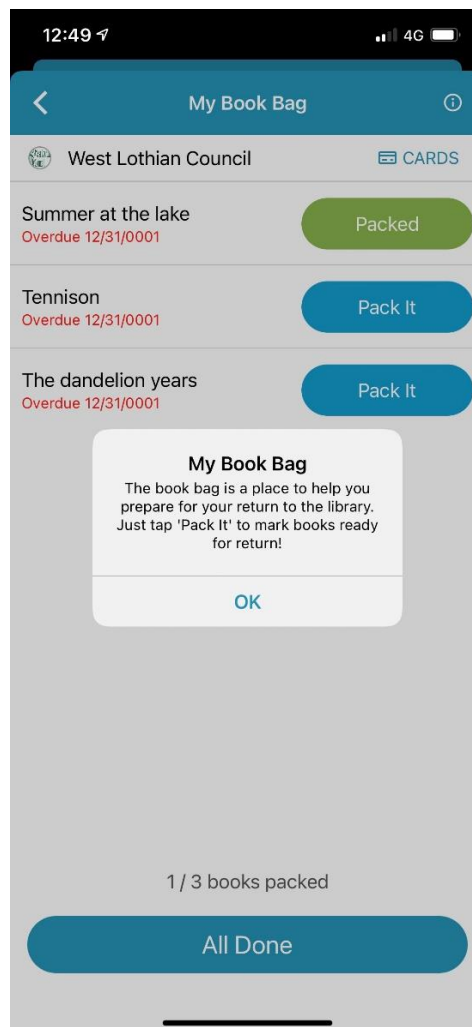
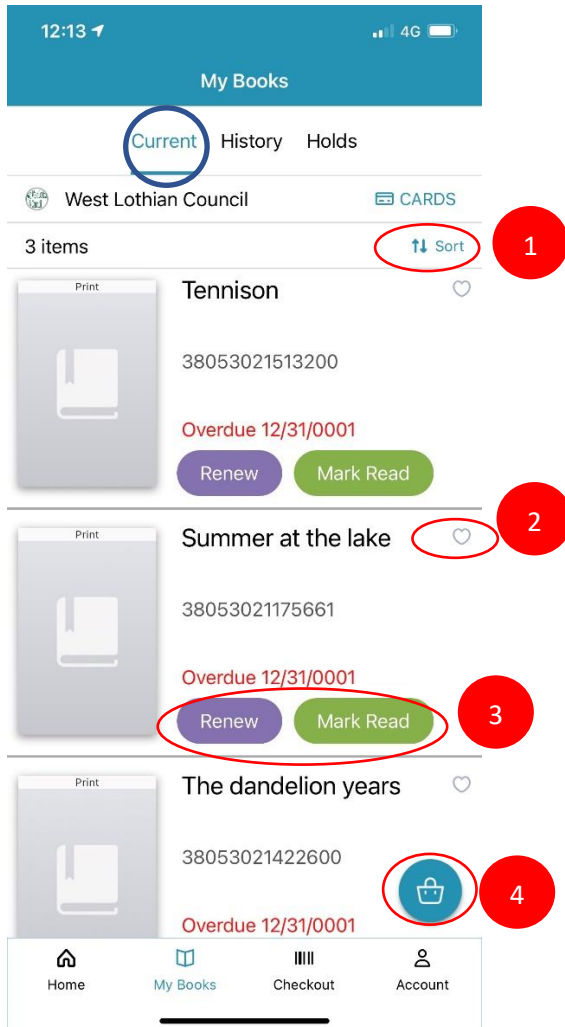
Data label: Official

My Books Menu - Current, History, Holds

The My Books screen displays Current Borrowed Titles, Patron History, Holds Placed.

Current tab

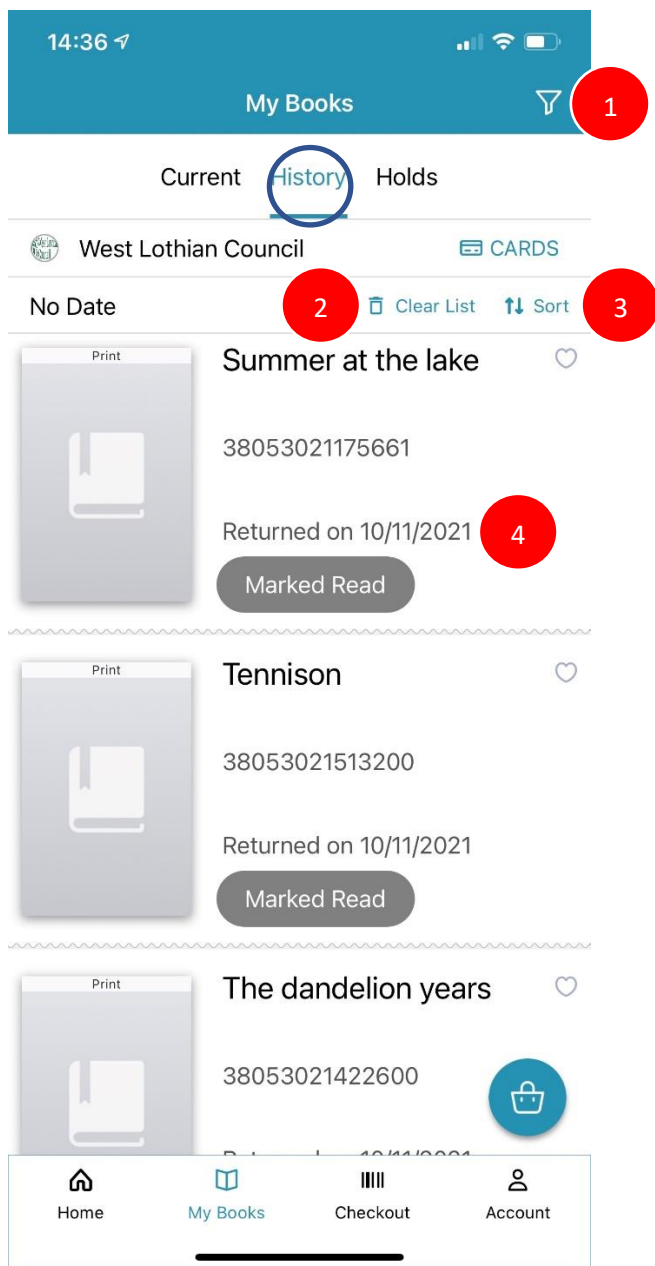
Displays all items you currently have out on loan



1. Sort items by Borrow Date, Due Date, Book Title and Author
2. Heart icon – tap to add as a favourite title
3. Renew item or Mark Read when you have finished reading
4. My Book Bag – A reminder of what items are needing returned to library. Packed are the Mark Read.

Data label: Official

History Tab



1. Filter - Sort history by Read, Unread, Returned or Favourite
2. Clear List – Clear all patron history
3. Sort – Sort by Borrow Date, Due Date, Book Title or Author
4. Date item was returned

Data label: Official

Holds Tab



Lists all active holds

Checkout Items Using App

Click on Checkout

Press on Scan Book

You will be asked to allow camera access when checking out items for first time

Centre the barcode in the middle of frame to allow app to scan.

You will be prompted Item has been successfully added to your checkout list

You will notice that the app tells you how many items you have scanned

Press Finish when you have scanned all items

You will now see the listing of items you wish to Checkout

You have two options here – if you want to change your mind and not issue item select Remove

To complete Checkout – press Checkout

You will now see All Set! – Press OK

My Book Bag screen will now show and list items issued.

Click All Done

Data label: Official

Account Menu

You have access to the following: Cards, Library Details, Notifications, Analytics Data, Help and Support & About

Cards – shows all library accounts registered to your App (you can switch accounts here)

Library Details – This will only appear as West Lothian Council – we can't break this down by library due to setup of app. You will also see the barcode of the account you are using at that present time.

Notifications – Here you can see what is active within app i.e. Notifications and Checkout Complete (defaults)

Analytics Data – Used by Bibliotheca to improve app

Help & Support – Access to full library catalogue, option to Email library.info, tutorials and FAQs and an Application Tour

Refreshing Screen

** To refresh the screen and see items within My Books instantly – swipe the screen downwards or if you have more than one card switch account and go back**