

West Lothian Libraries App

Your Library Anywhere

Now available to download

from



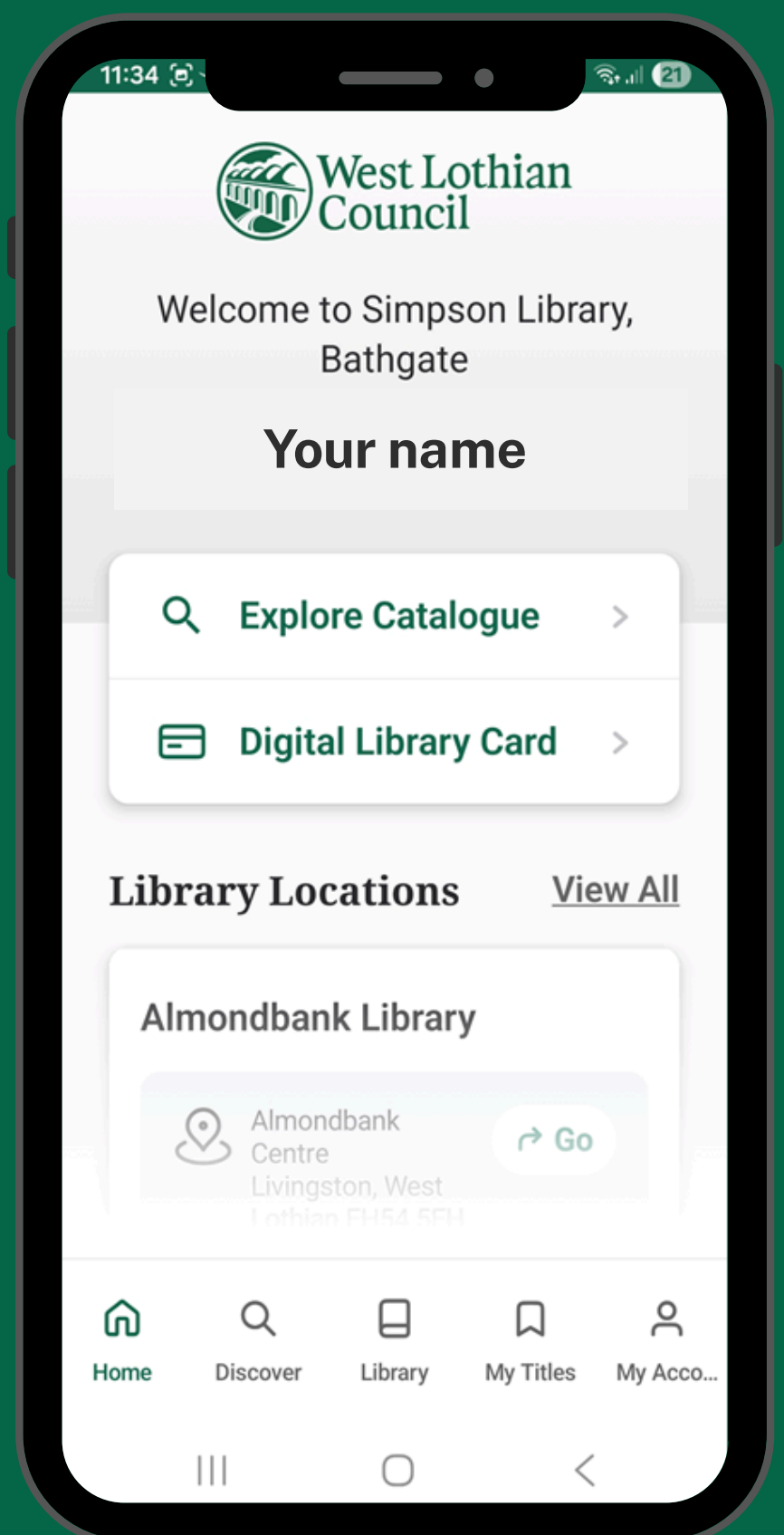
Apple devices
Scan here



Android devices
Scan here

Access the library anytime, anywhere

- Manage your library account
- Digital library card
- Browse the library catalogue, reserve and manage holds
- Find your nearest library-opening hours-contact links
- And much more!



West Lothian Libraries App - User Guide

- Download the West Lothian Libraries App to your device
- Enter your library membership number and PIN
- Follow the onscreen instructions to allow/refuse the app to use biometrics or to access to your location.



Home tab: Welcome screen - Displays your base library branch, your name, list of libraries locations and current borrowing summary.

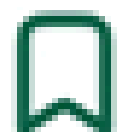
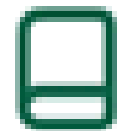
- **View All** opens new tab with full list of libraries - Tap library to view opening hours.
- **Call tab** opens phone ready to call library.
- **Go tab** - Opens library location on Google Maps.
- **Website tab** - Opens library webpage.
- **Email tab** - opens available email apps, select email app and draft email will open with library email address pre-populated.
- **Summary** - Displays current Holds & Checkouts

Discover tab - Opens search catalogue screen



- **Keyword** - Type author name, book title or keyword - Search for and reserve titles - Scan the ISBN barcode of any book to check if it is available to borrow from West Lothian Libraries.

Library tab - Displays list of all libraries - Can be viewed as list or on a map of West Lothian. Shows distance from your current location (if you have allowed location tracking in the App).



My Titles - Displays all titles you currently have on loan or have reserved - Tap title to display item type, view availability and select library you wish to collect from. **Manage holds** - Displays all titles you have reserved, your position in queue, your chosen pickup library, date it should be collected by and gives the option to cancel or suspend your hold. BorrowBox loans are displayed here too - Tap title to view return due date, return title and access more digital content to search the e-Library catalogue, borrow and reserve titles.

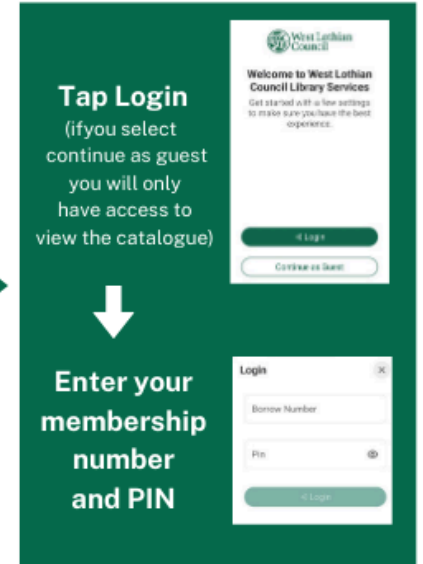
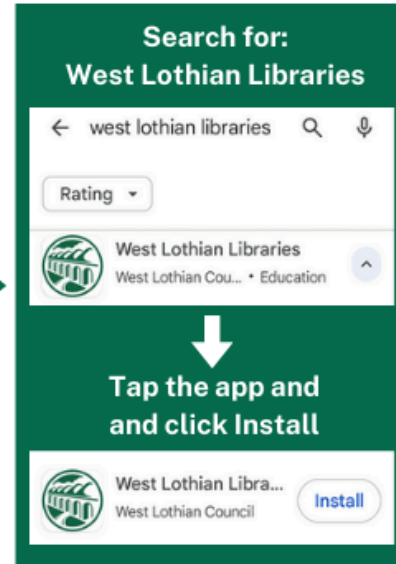
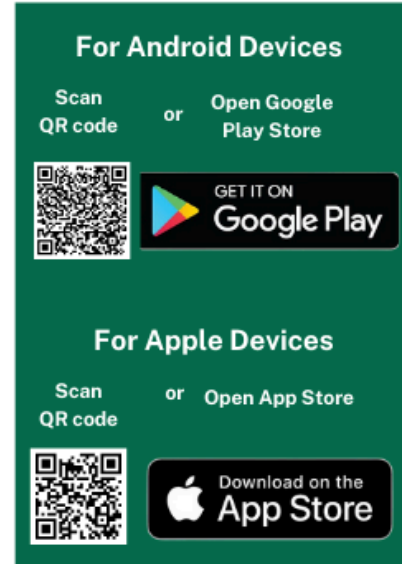
My Account - Displays library card with barcode - Tap the double arrow at top to open barcode with backlight for easier scanning.



- **My Total Fines and Fees** - Displays any charges due - Tap to view details, also displays charges history (if applicable).
- **Help & Policies** - Privacy Policy - Opens West Lothian Council's Data Protection and GDPR webpage.

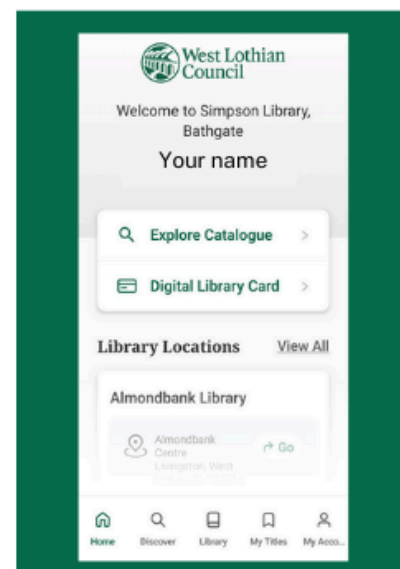
Step 1

Download and install our app

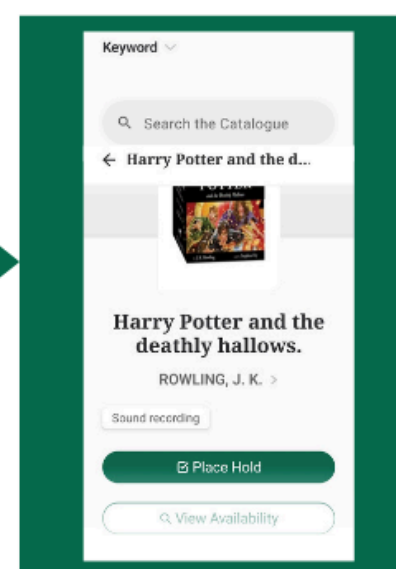


Step 2

Start exploring and using your new app

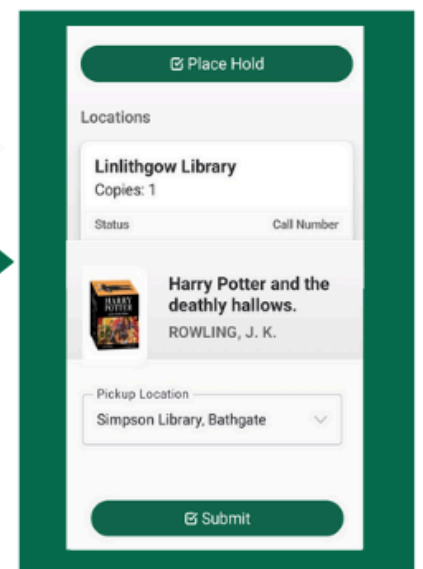


Home page



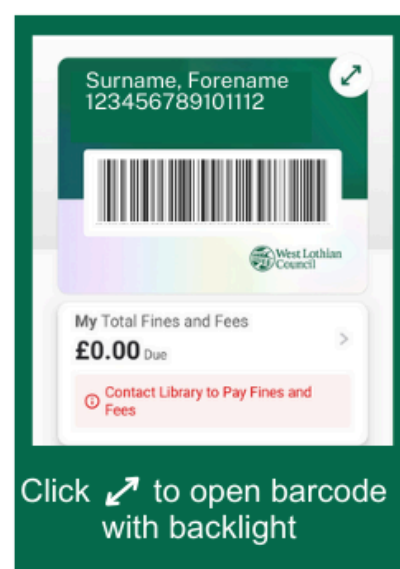
Discover & Explore

- Search for item by keyword
- View availability
- Click Place Hold



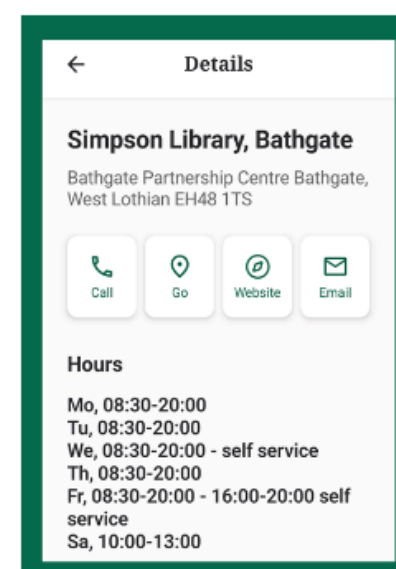
Place Hold

- Click item
- Select pick-up location
- Click Submit to place hold



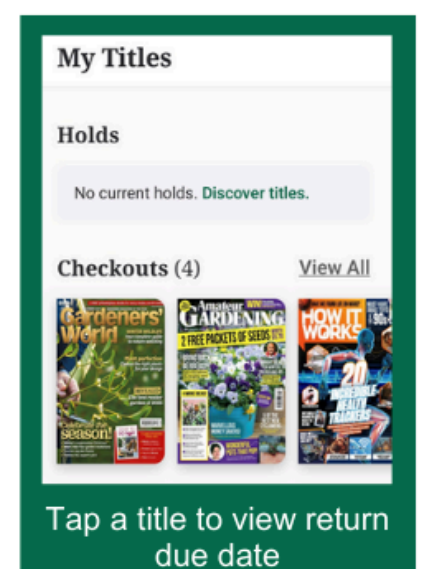
Digital Library Card

- Never forget your library card again!
- Backlit barcode option for easy scanning



Library tab

- Displays list of all Libraries
- Opening hours
- Call the library
- Locate the library
- Library website
- Email the library



My Titles

- Displays your Holds
- Displays all titles you currently have checked out including BorrowBox titles

Happy Browsing and Borrowing!

We hope you enjoy using the **West Lothian Libraries App**

If you require any further assistance, please contact us

email: library.info@westlothian.gov.uk

or speak to a member of staff in your local library:

<https://www.westlothian.gov.uk/your-library>