



myLIBRO

User Guide

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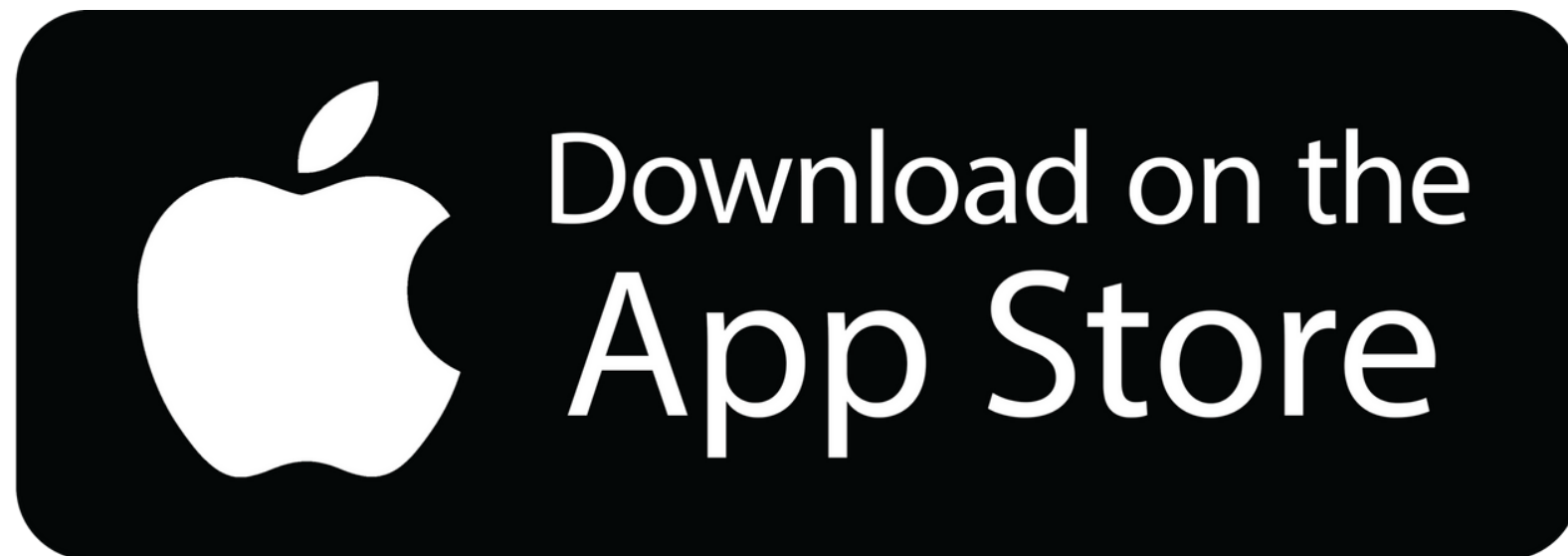
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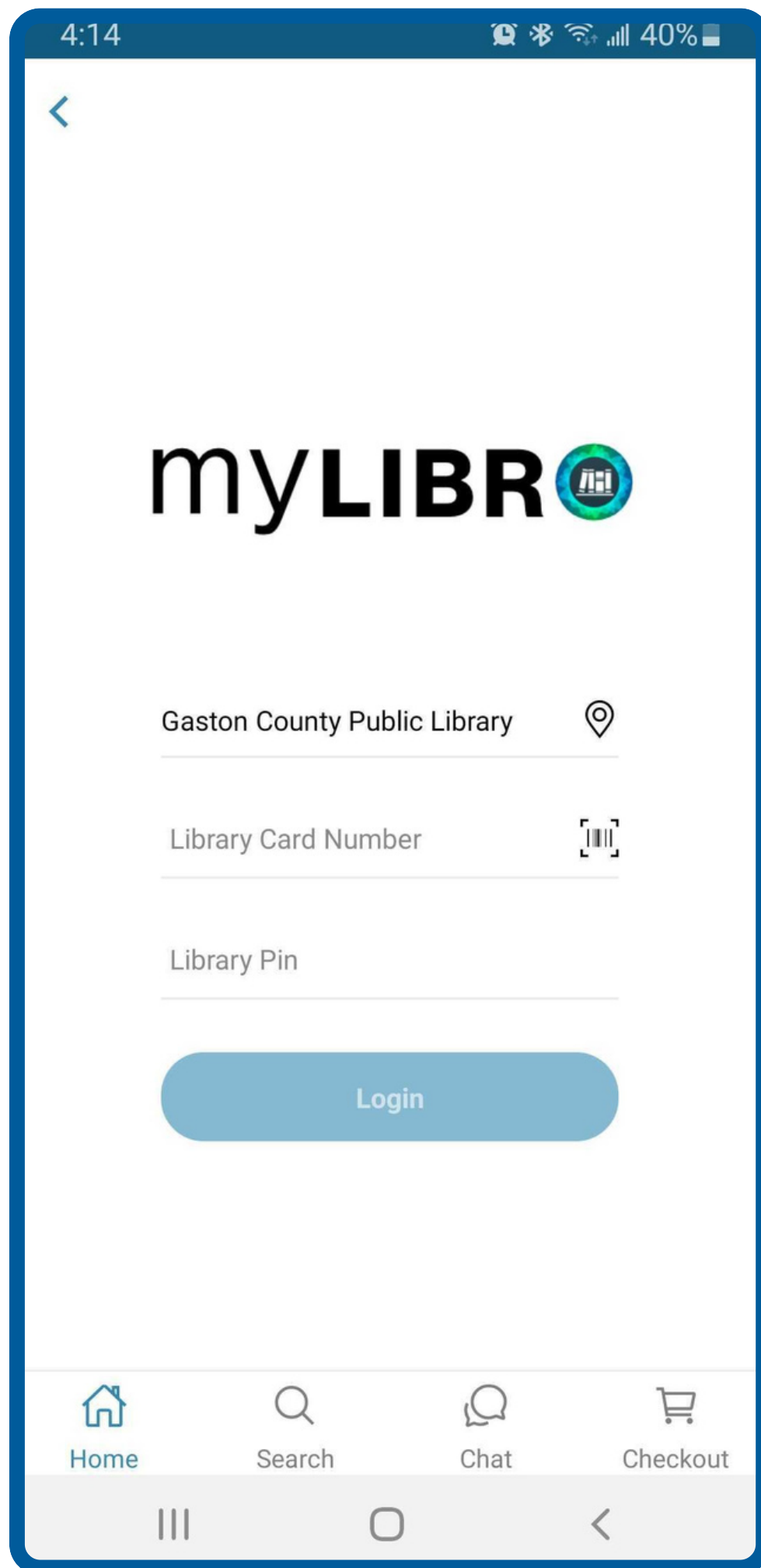
Download and Log In

Download

myLIBRO is available for all iOS and Android devices.

To get started, download myLIBRO from the app store.
(Just search for “myLIBRO” and you’ll find it!)





Logging In

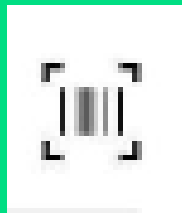
To log in, select your library from the list, then enter your library card number and PIN/password.

Sign in with the same credentials you use to log in to the library catalog.

Quick Tips...



Tap this icon to automatically find the library nearest you. (Must have Location Services enabled on your device.)



Tap this icon to scan your physical library card.

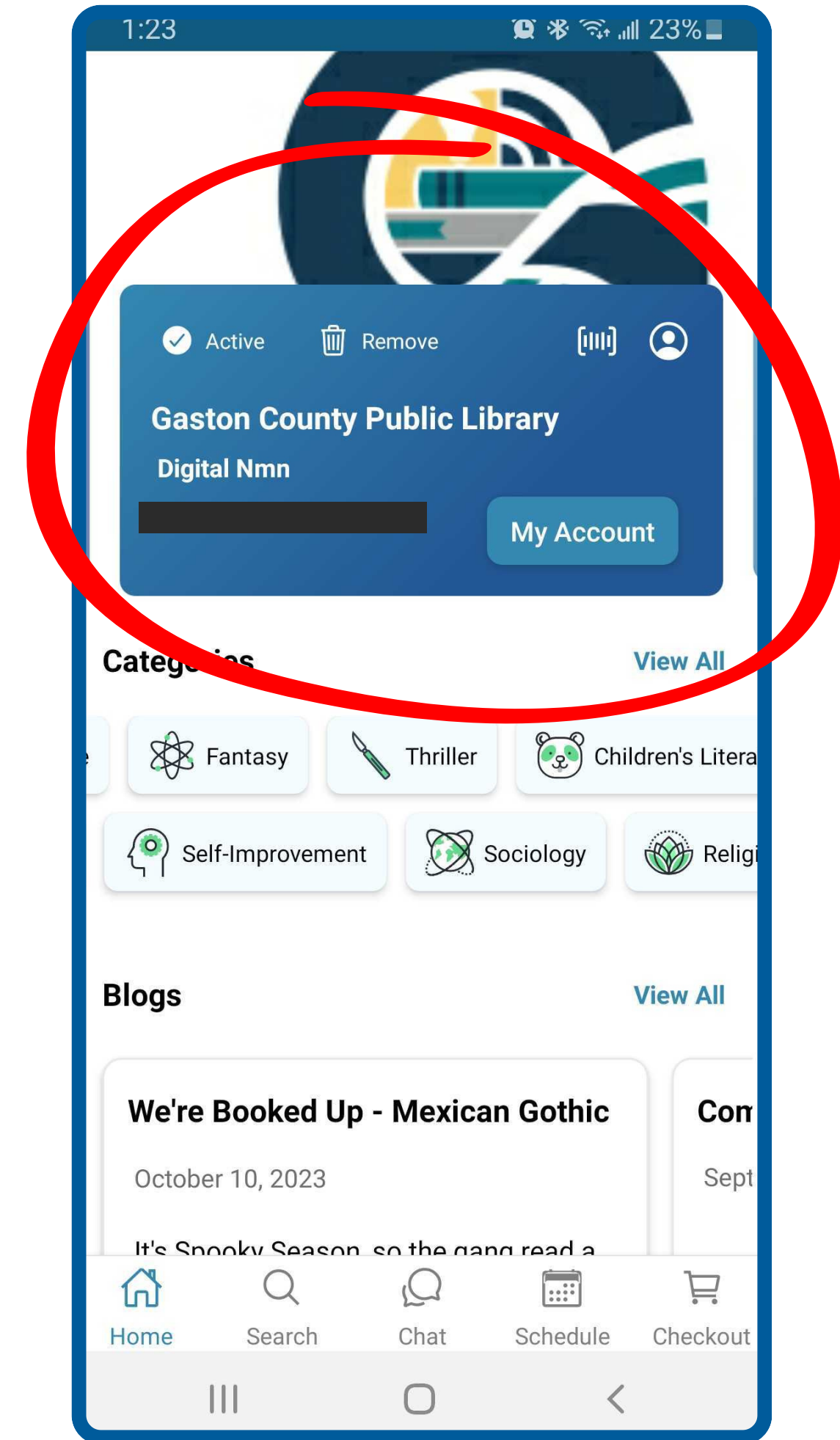
Digital Library Card

Manage account, view library info, and scan your barcode in the library

Digital Library Card

This blue tile is your digital library card.

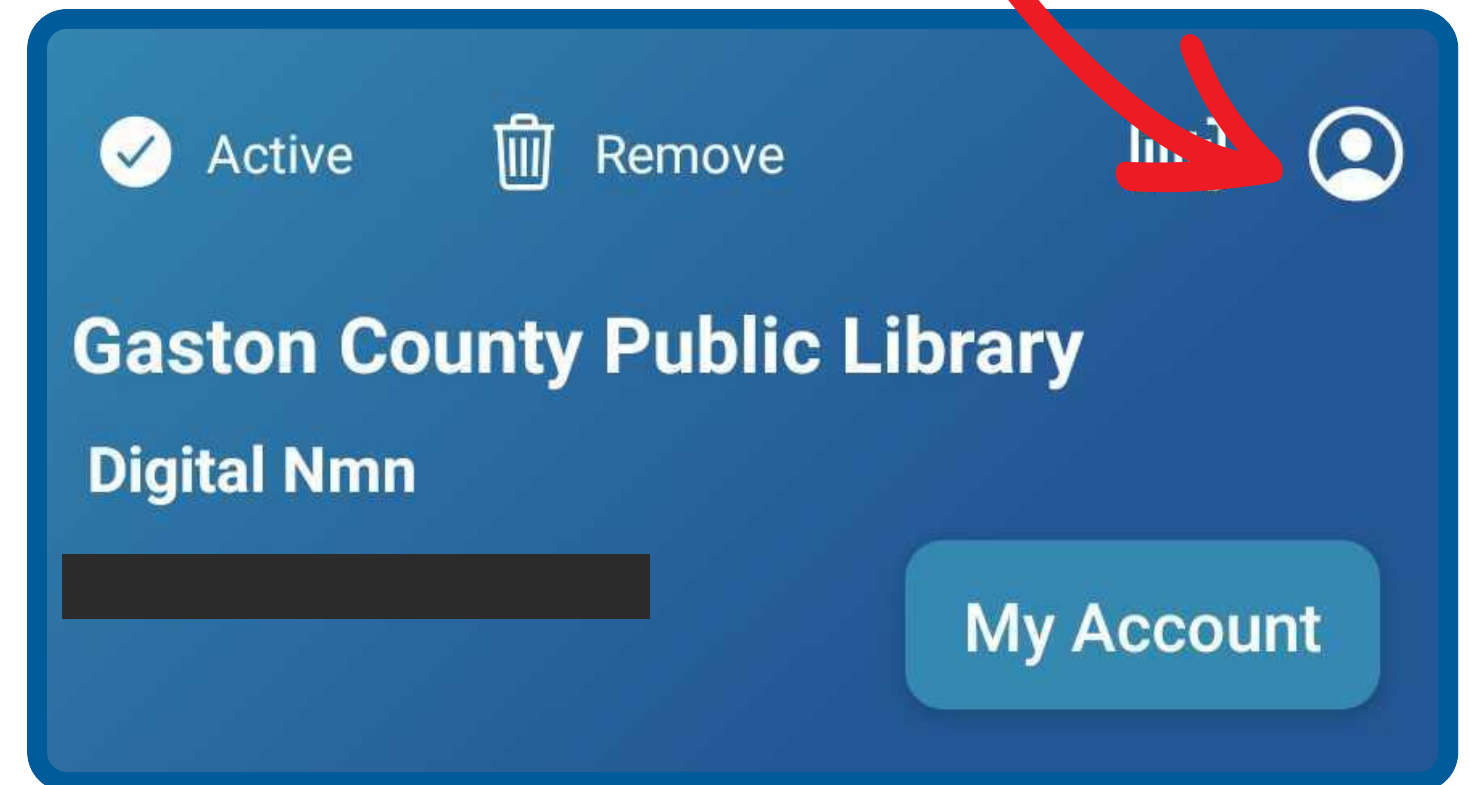
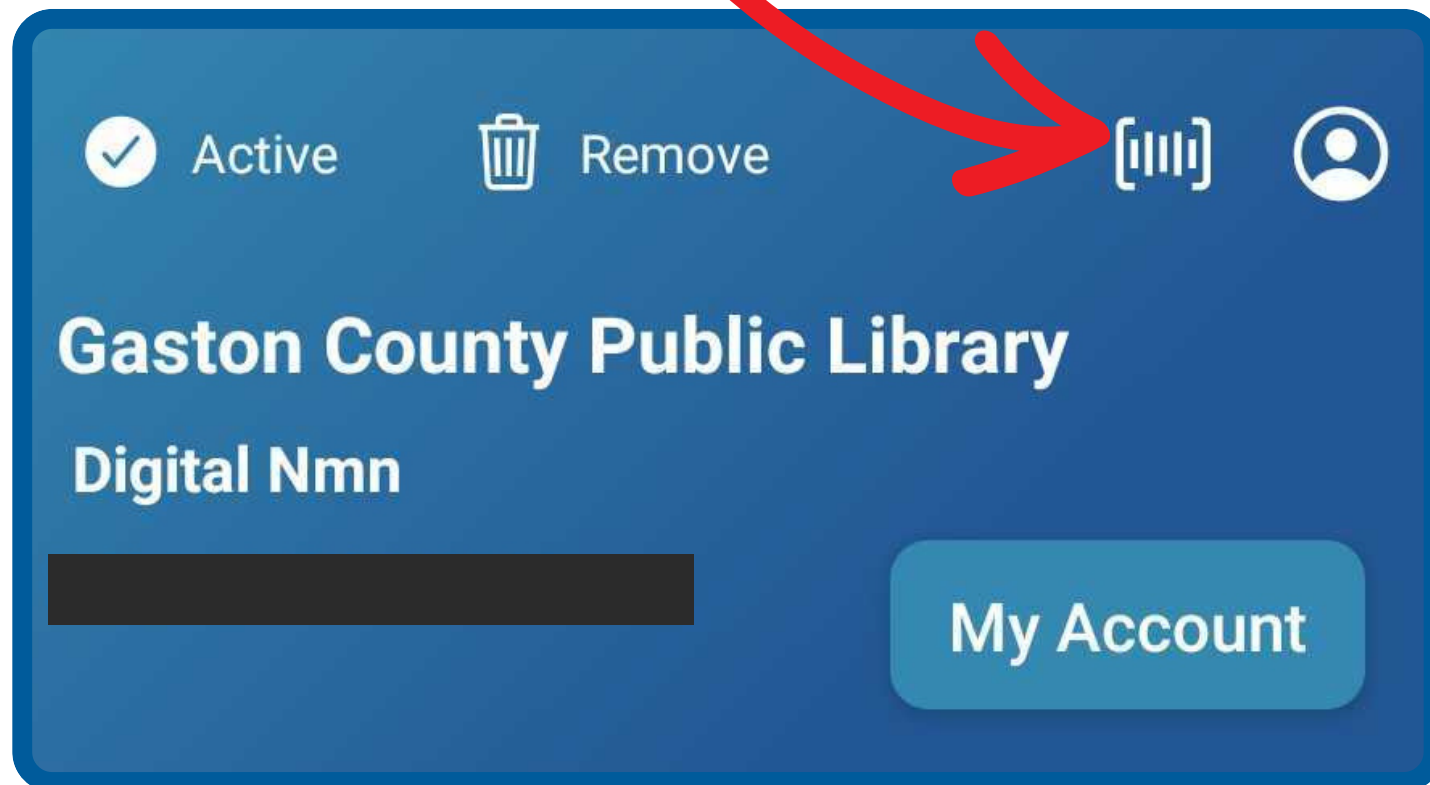
Library name, patron name, and library card number will appear on the face of the card.



Digital Library Card

Tap here to access your scannable barcode. Scan this barcode at the circulation desk or self-checkout machines, just like your physical card.

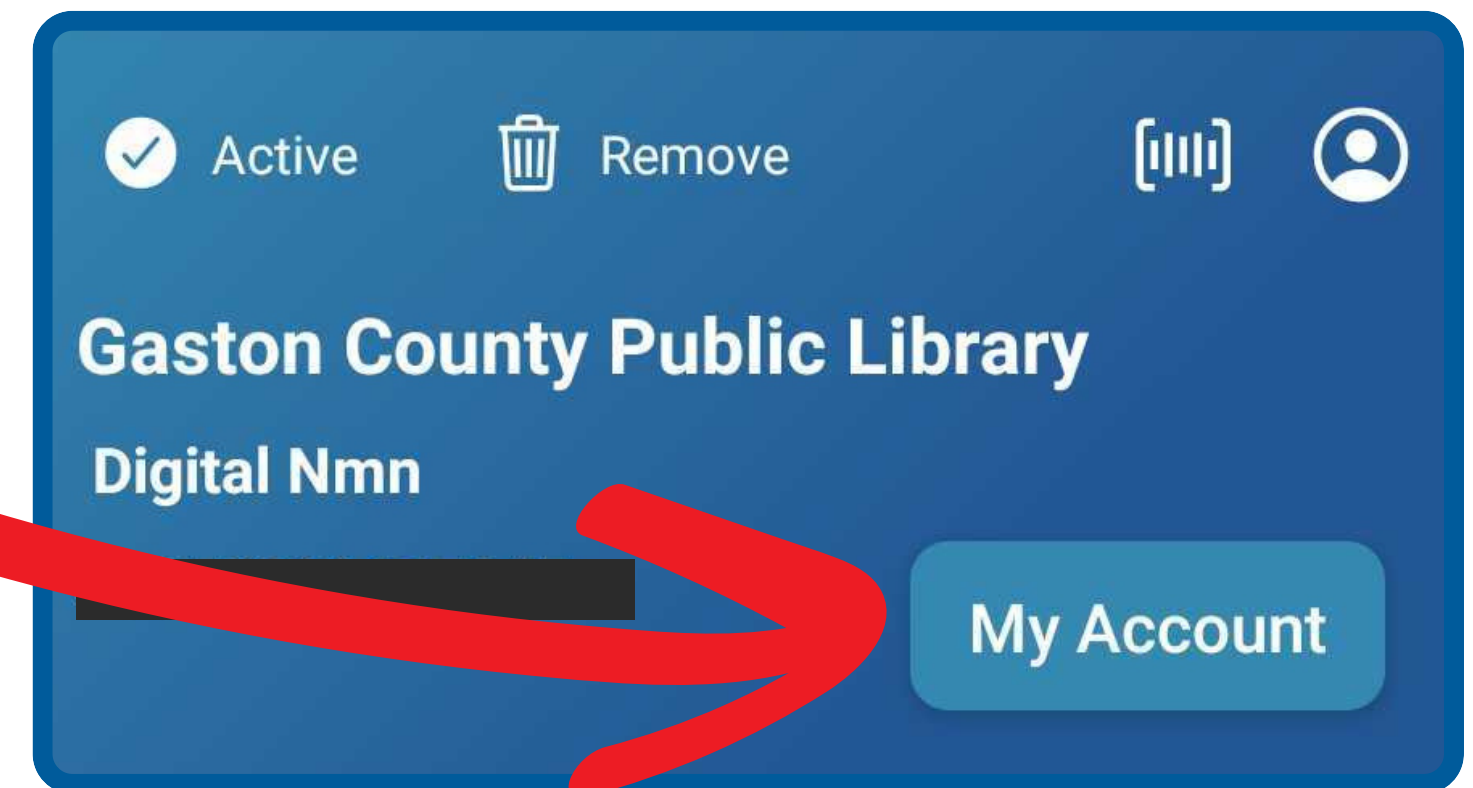
Tap here to manage app settings, view library locations and hours, FAQs, and access Live Chat (if available).



Digital Library Card

Tap the **MyAccount** button to view:

- items ready for pickup
- current holds requests
- current checkouts
- account balance



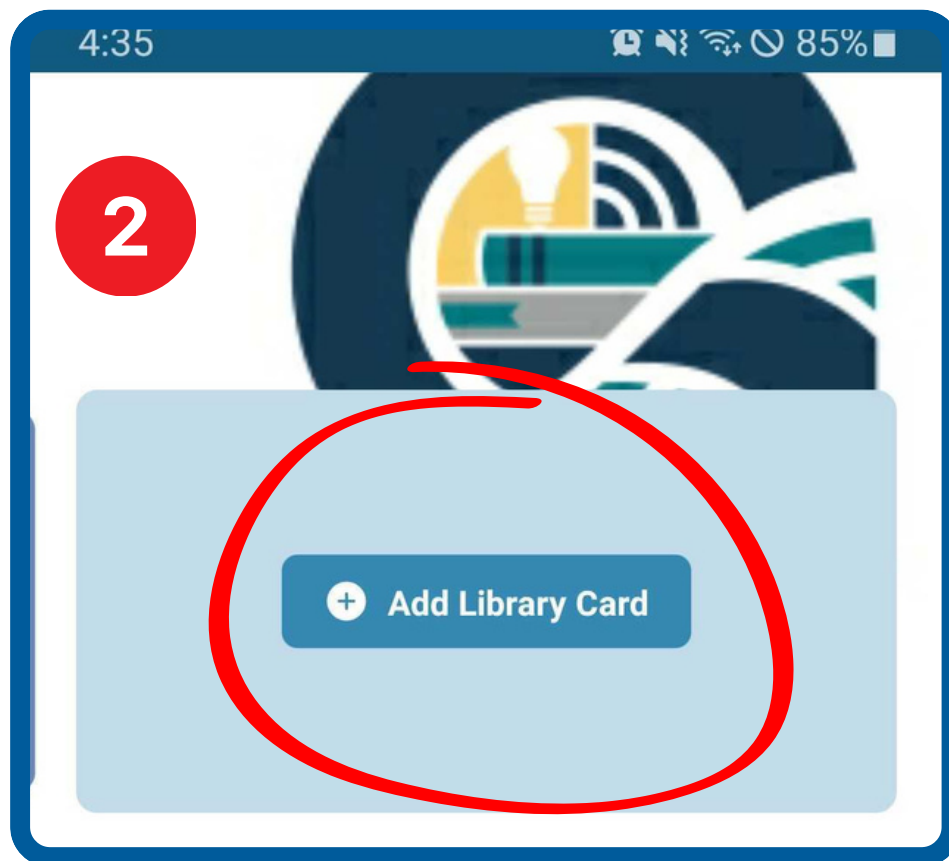
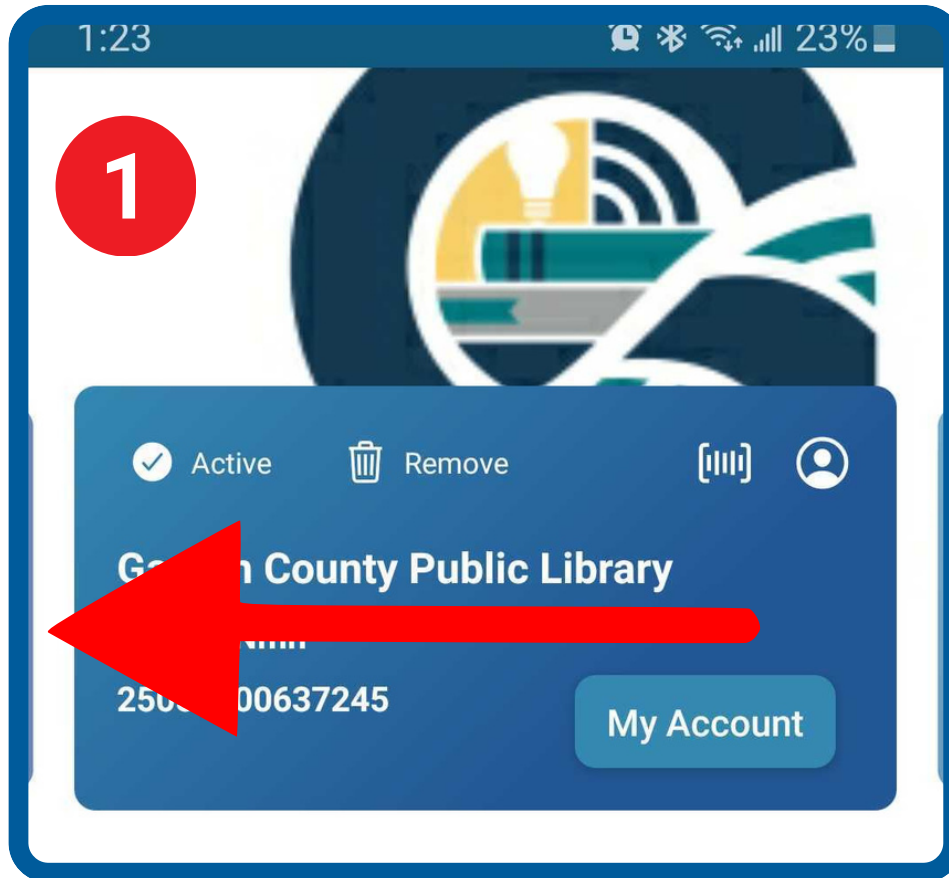
Manging Multiple Patron Accounts

Managing Multiple Patron Accounts

myLIBRO allows you to manage multiple library accounts all in one app. Add as many cards as you need: there is no limit.

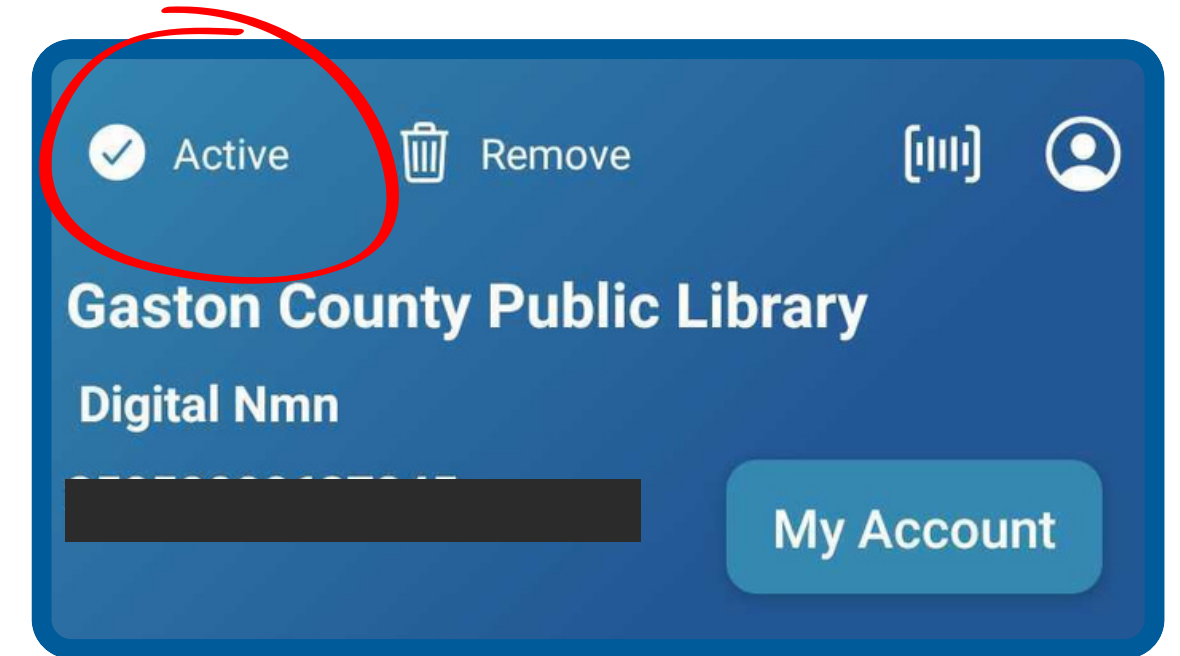
1 To add a new card - swipe left on the blue library card tile on the home screen until you see the option to **Add Library Card**.

2 Enter the barcode and PIN/password for the new card to log in to the new account.

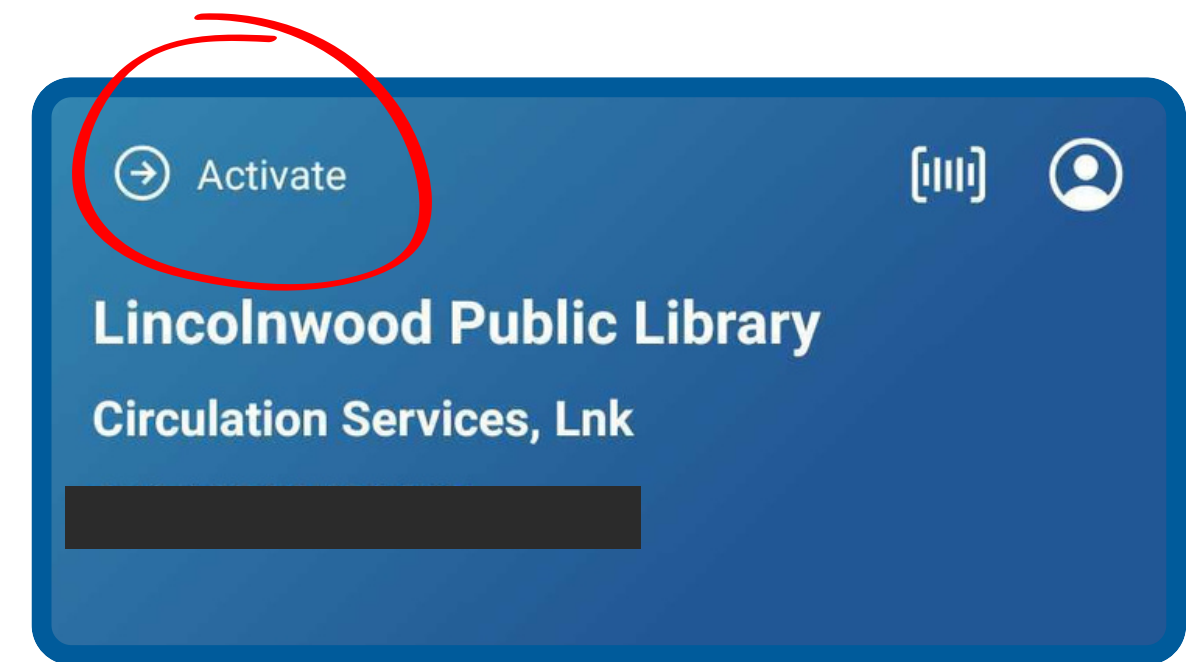


Managing Multiple Patron Accounts

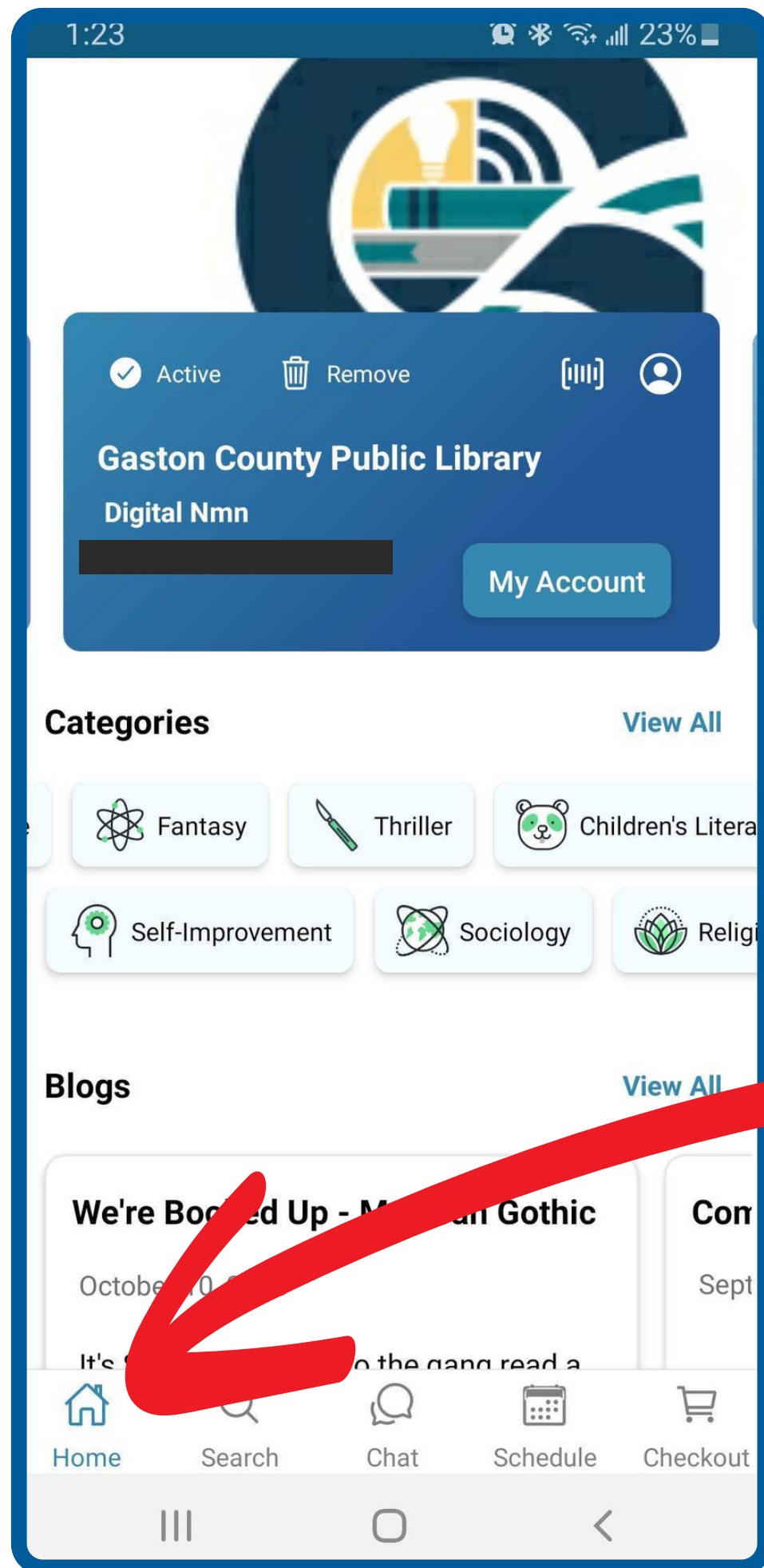
The account that is currently active will display **Active** at the top left of the card.



To switch between accounts, swipe to the card you want to use and tap **Activate**.



The Home Screen



Home Screen

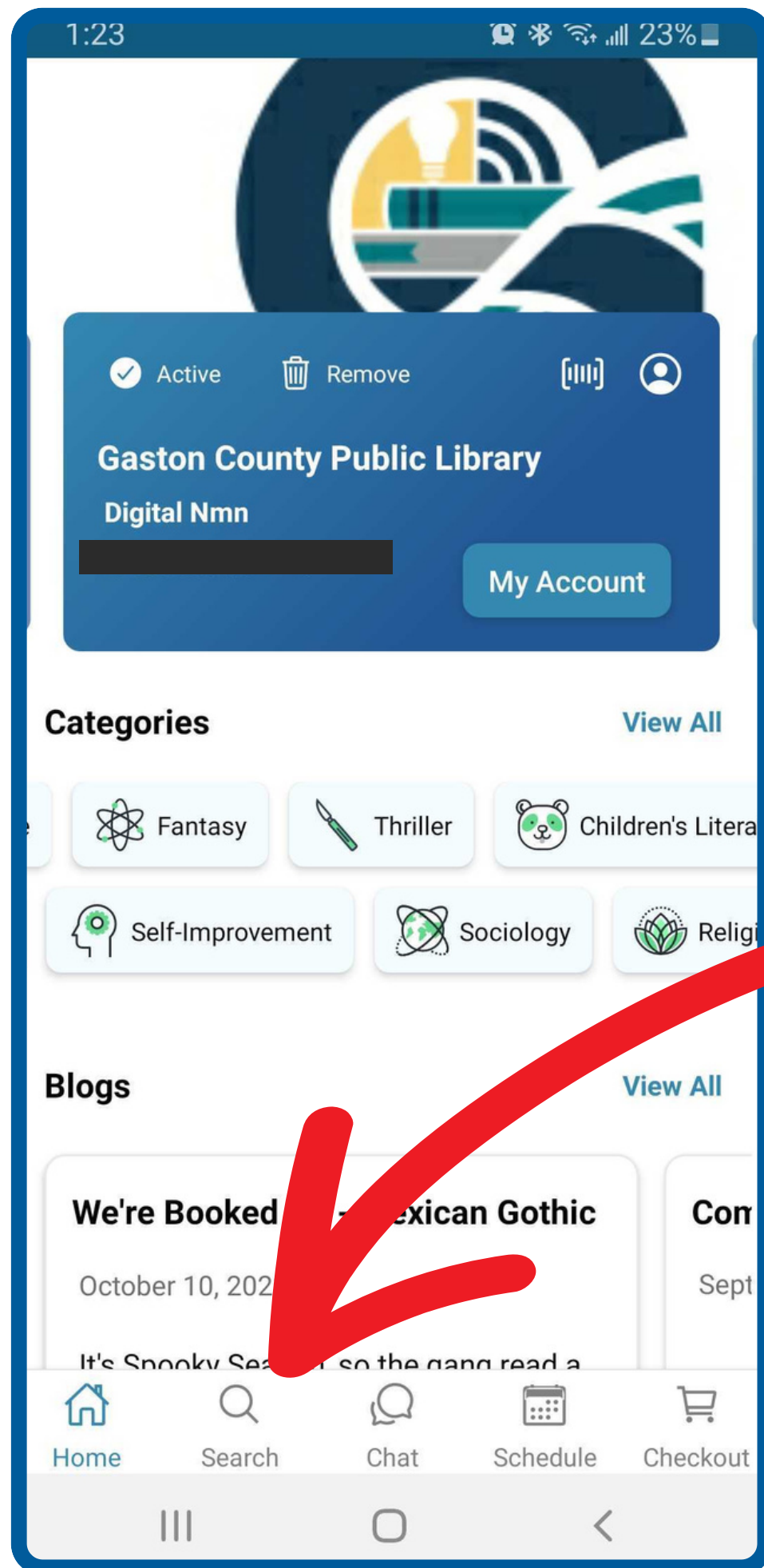
This is the myLIBRO home screen.

From this screen you can access your library card, see events at your library, access digital resources, and more!

You can always get back to the home screen by tapping **Home** on the bottom navigation menu.

Library Catalog

Search, place holds, and
check out digital titles



Library Catalog

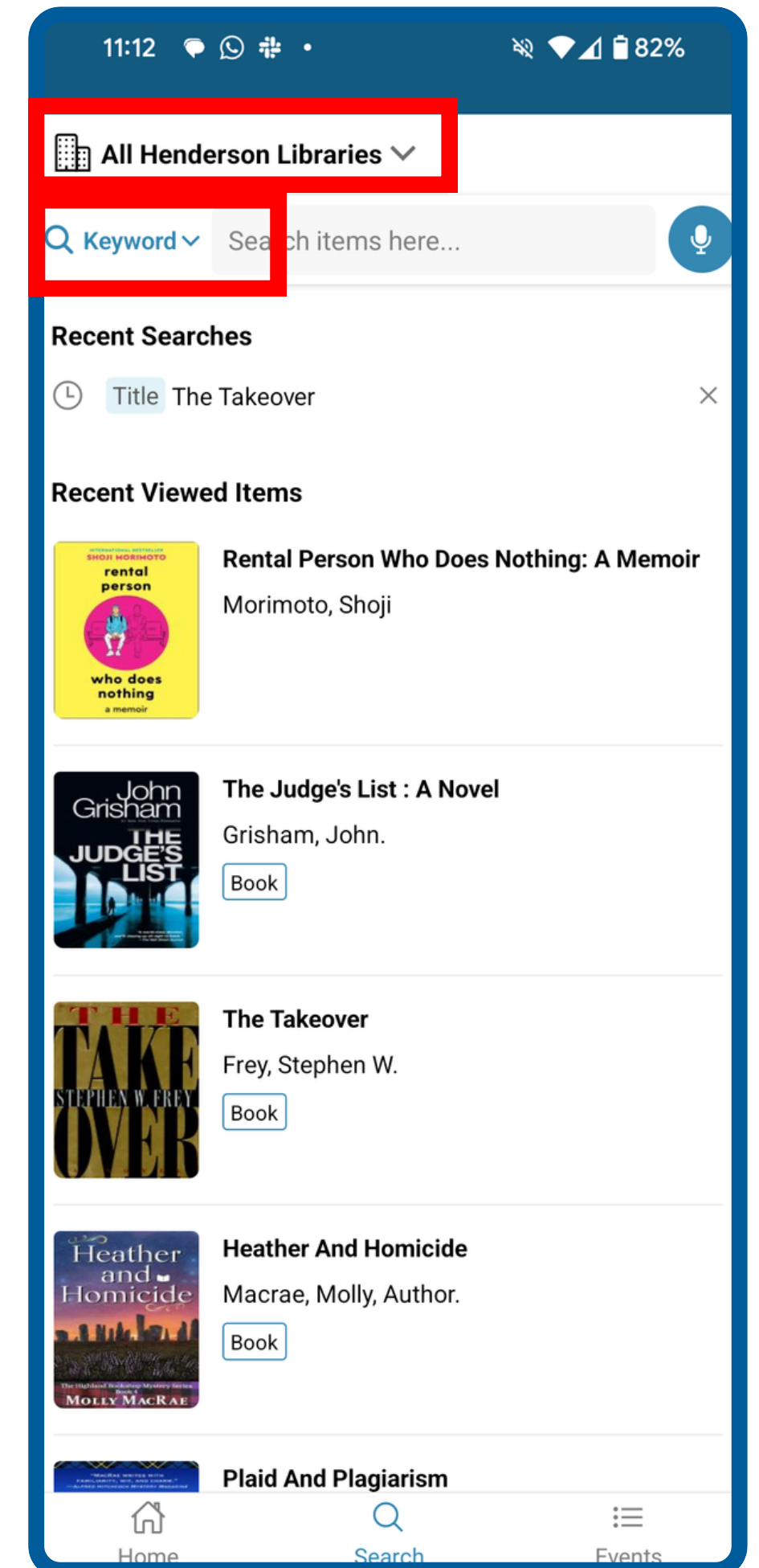
myLIBRO allows you to search your library catalog, request items, check out OverDrive content, and create lists of titles you want to read.

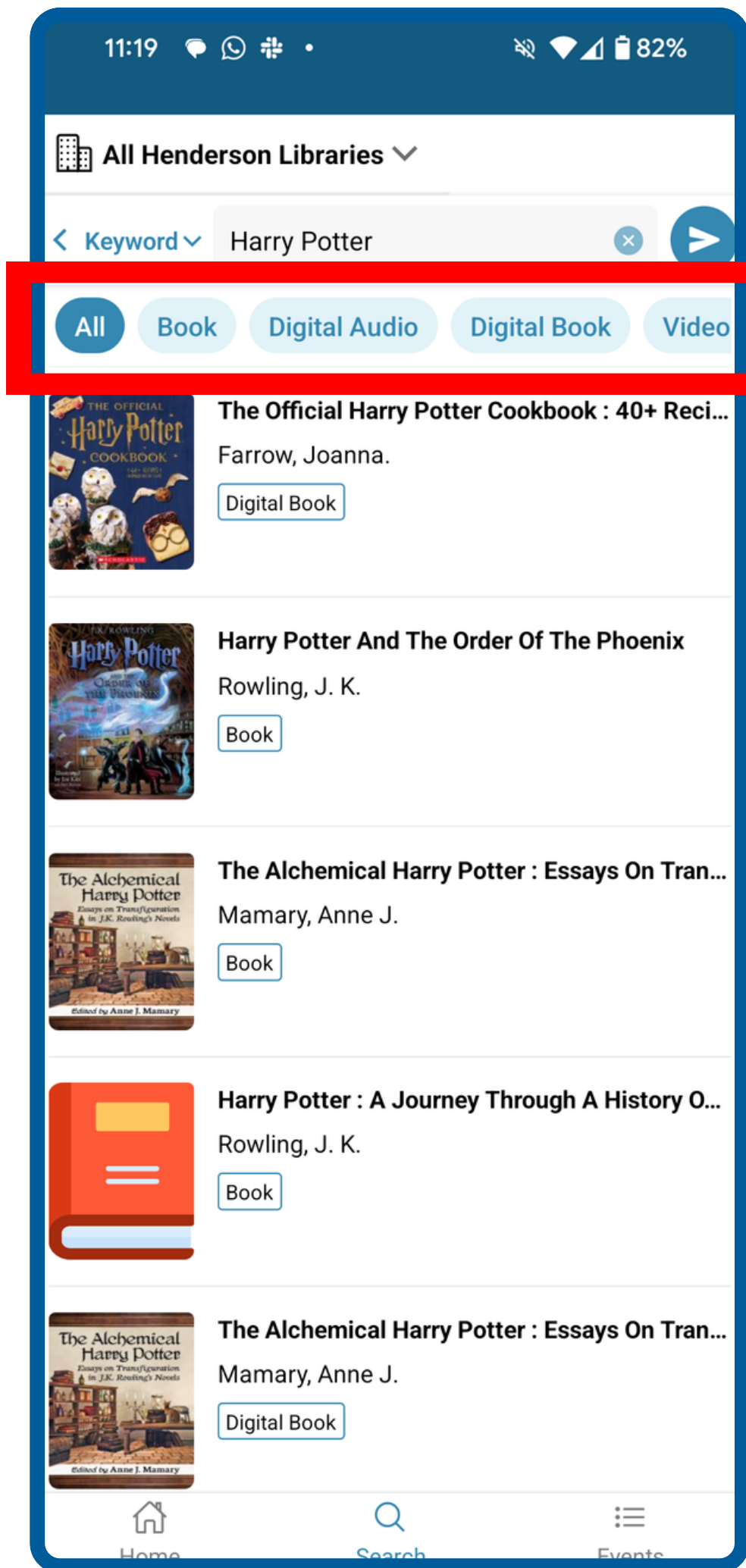
To access the catalog, tap on **Search** in the bottom navigation menu.

Library Catalog

If your library system has multiple locations, myLIBRO will search all branches by default. If you want to limit your search to a specific location, use the dropdown at the top of the page.

Default searching is by Keyword, but you can also search by Author, Title, and Subject. Tap on **Keyword** to select an option from the dropdown.





Library Catalog

You can limit your search results by tapping on a filter at the top.

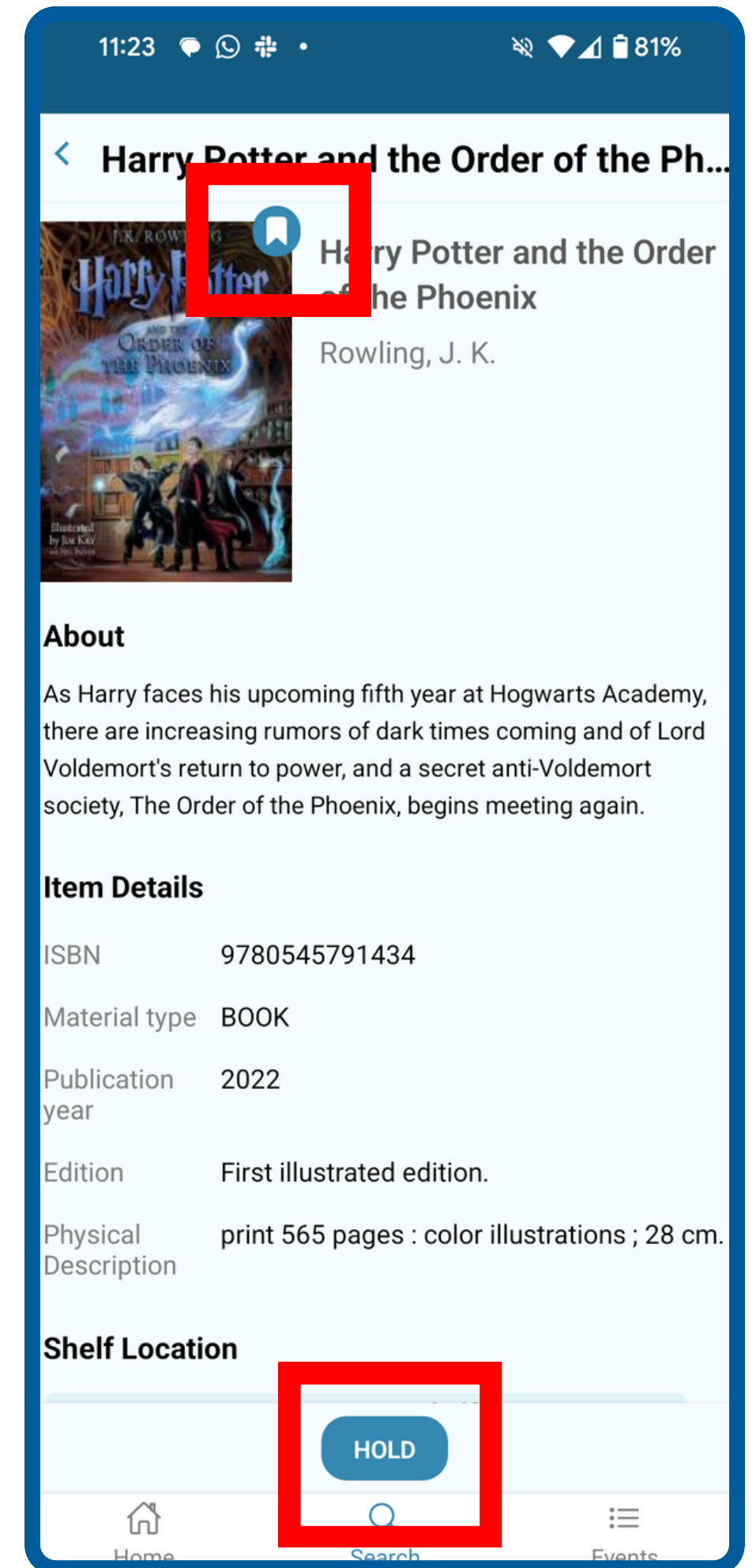
For example, if you only want to see physical books, tap on **Book** to limit your results to physical items only.

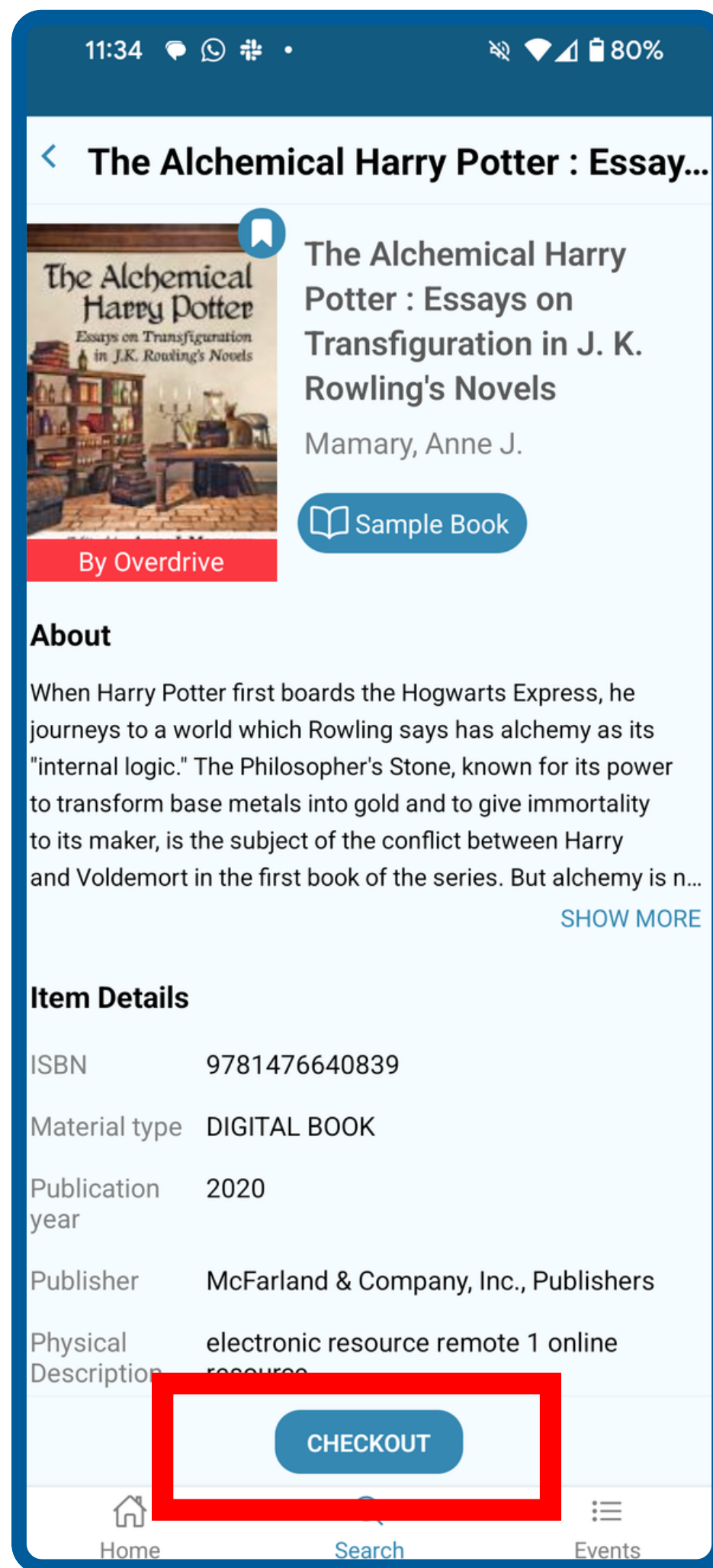
Library Catalog

Tap on a title on the results page to view more information about the title, shelf location, and availability.

To place a hold on an item, tap the Hold button at the bottom of the screen.

If you're not ready to place a hold, but want to save the title to your Wishlist, tap the bookmark icon on the book jacket cover.





Library Catalog

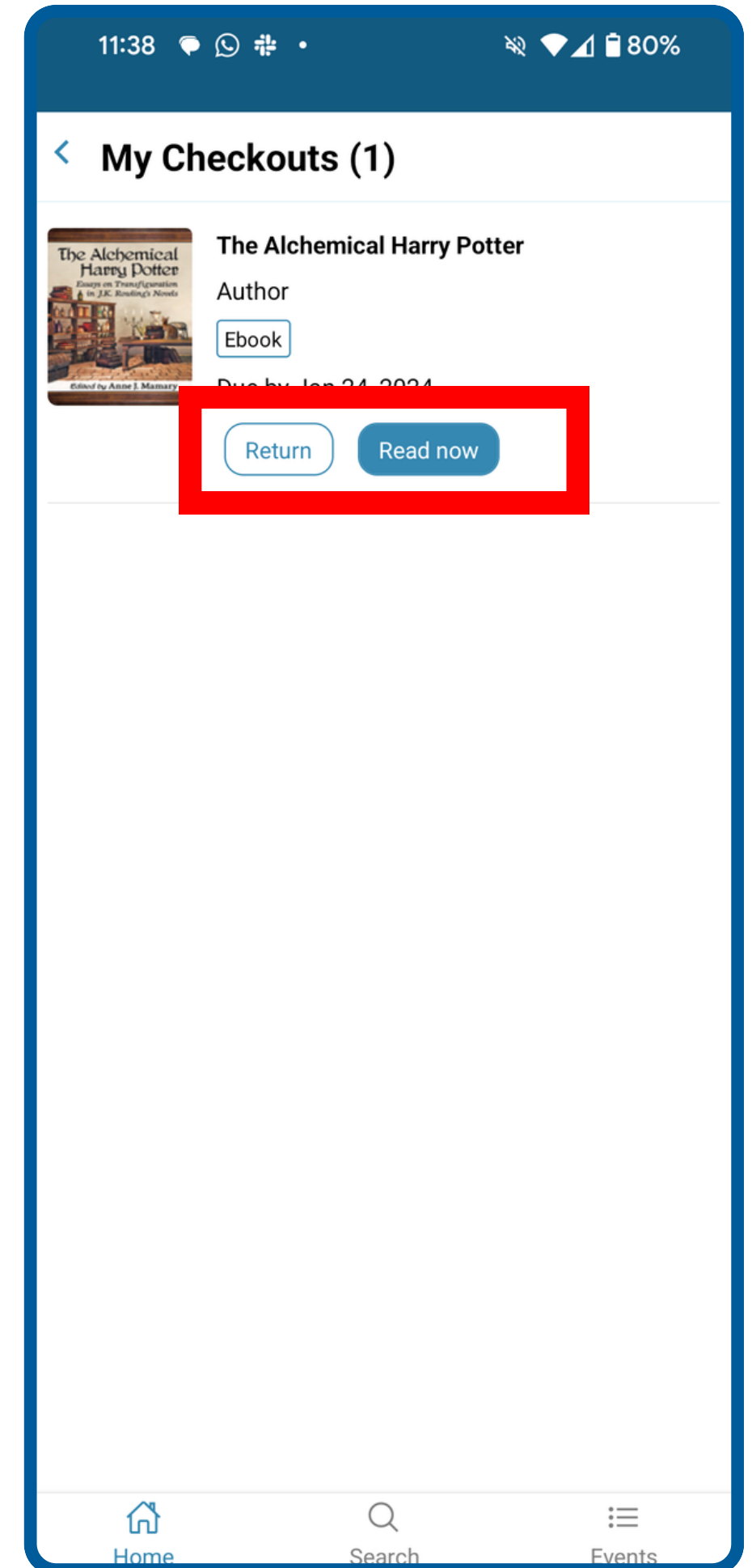
For OverDrive titles, available items will display a **Checkout** button instead of a **Hold** button. You can check these titles out immediately and start reading or listening right in myLIBRO!

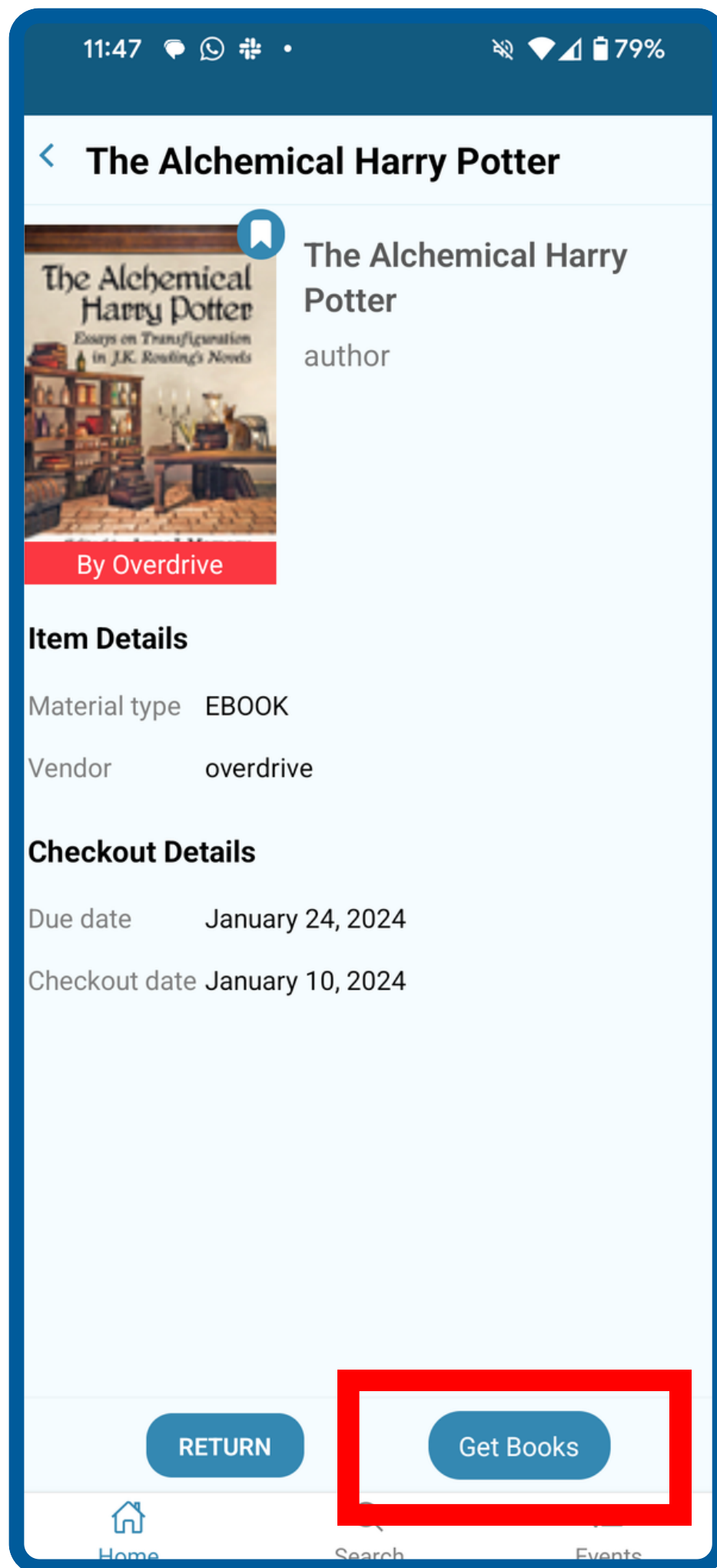
OverDrive titles that aren't immediately available will display a **Hold** button, just like physical items.

Library Catalog

To view your checkouts and due dates, go back to the home screen and tap **My Account** on your digital library card. Then tap on the **My Checkouts** button.

In this screenshot, we're looking at a digital title we just checked out. From here, you can tap the **Read Now** button to start reading in myLIBRO.





Library Catalog

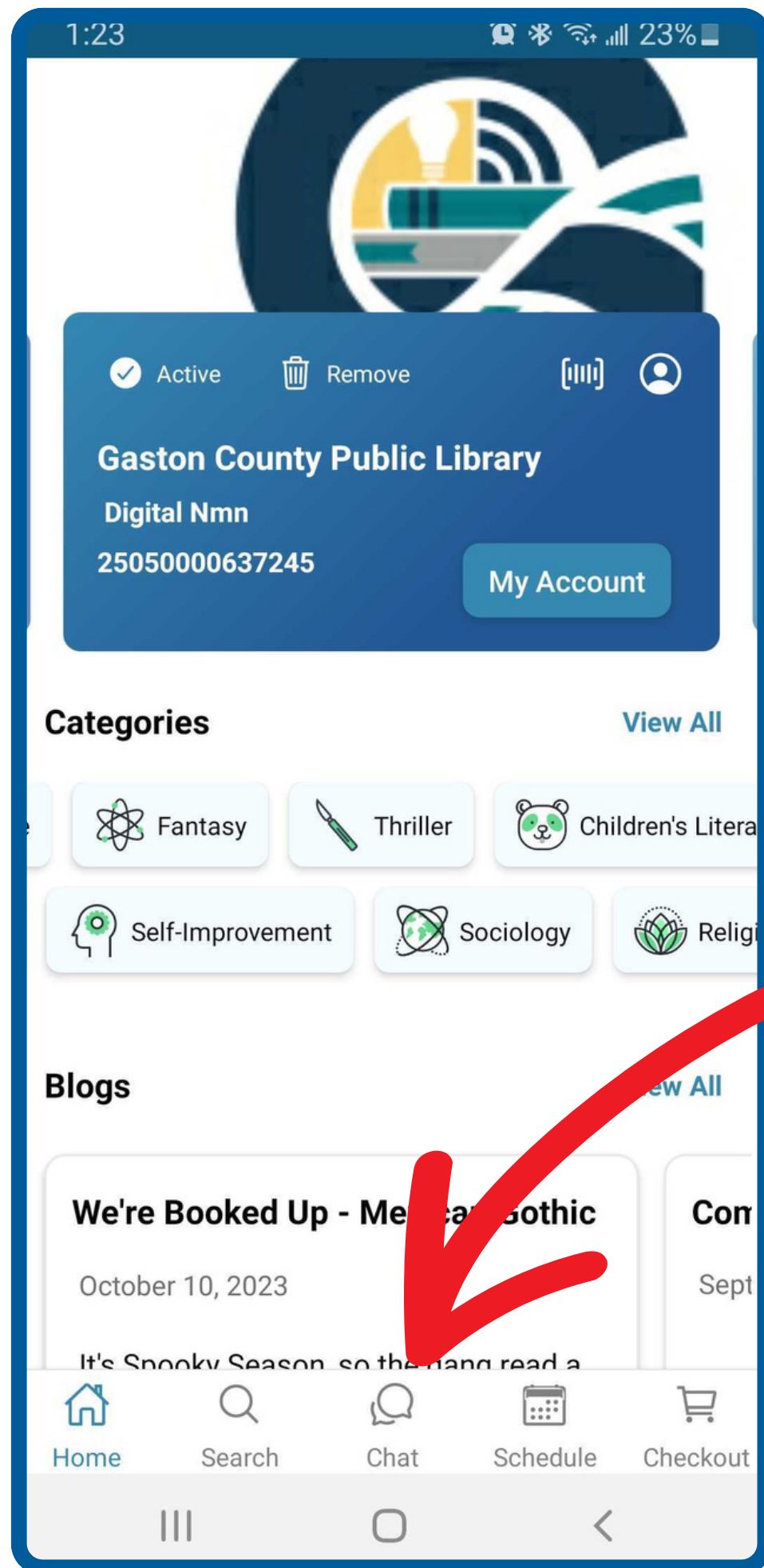
If you would prefer to send your eBook or eAudiobook to your Kindle, no problem!

Tap on the title in your **My Checkouts** page - just be careful not to tap the **Read Now** button.

On the next screen, tap **Get Books** to send the title to your Kindle device.

Automated Chat

Get library hours, check holds, etc.



Automated Chat

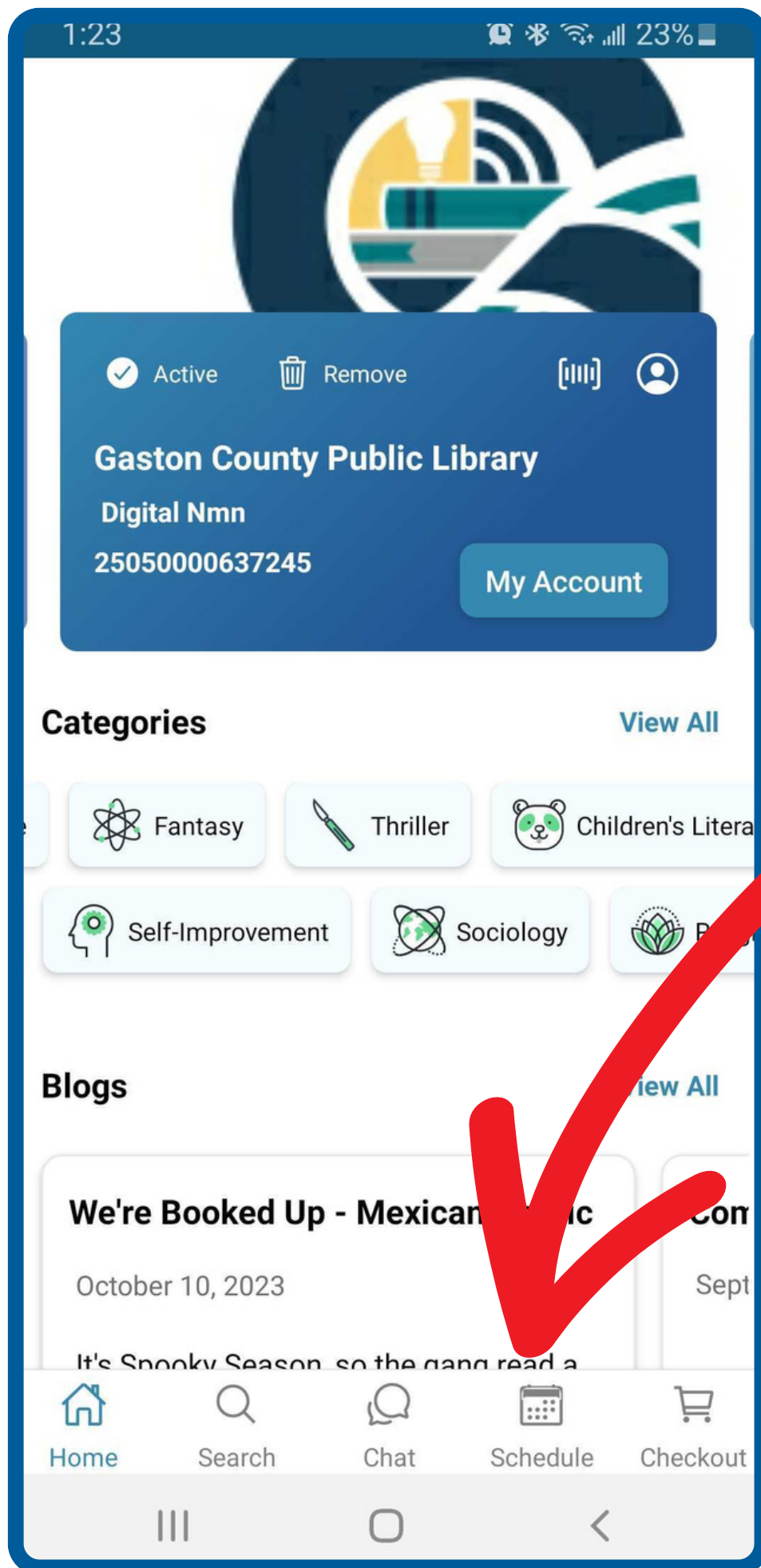
To access the myLIBRO Automated Chat, tap the **Chat** icon in the navigation menu.

Use the Chatbot to ask things like:

- Library Hours
- Holds (to check your current holds)
- Checkouts (to check your current checkouts)
- Type in a title or author to search the catalog

Scheduling

Schedule appointments for Curbside Pickup or In-Library Resources



Scheduling

If your library is using the myLIBRO Curbside Pickup or In-Library Resource Scheduling modules, you will see a **Search** icon in the navigation menu.

In-Library Resources are things like meeting rooms, study rooms, one-on-one appointments with library staff, etc.

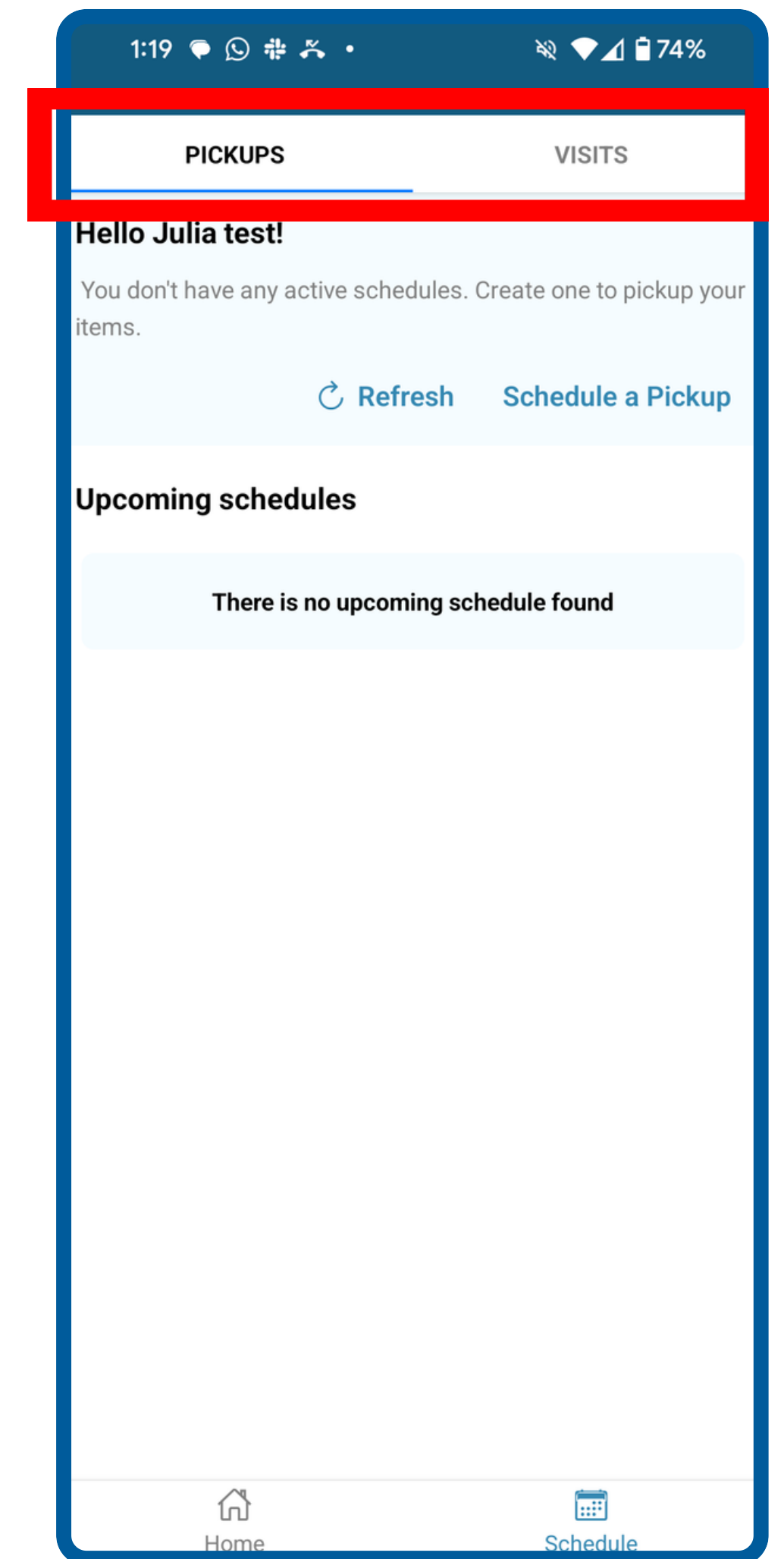
Scheduling

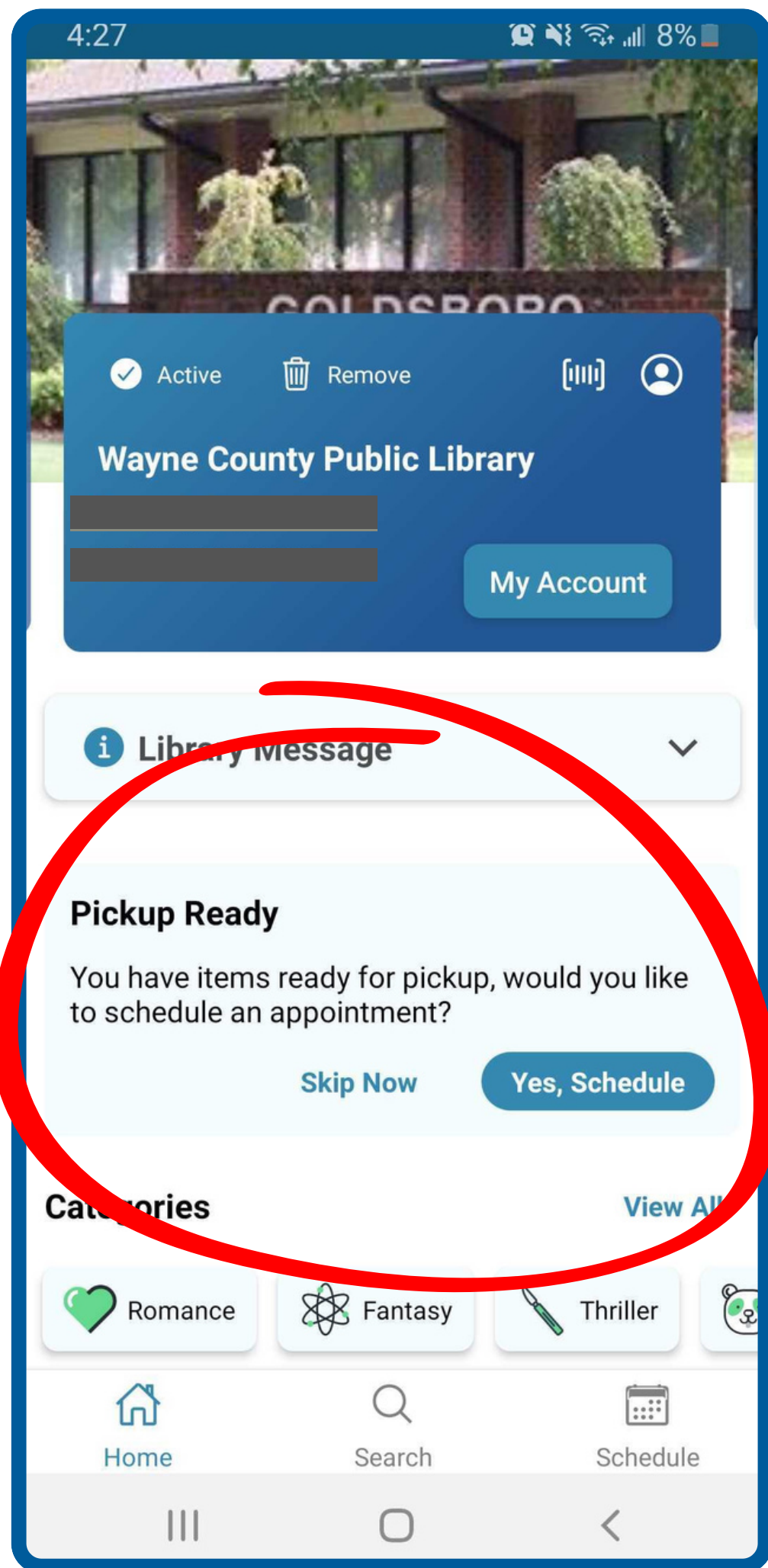
There are two tabs on the Schedule screen: **Pickup** and **Visit**.

The **Pickup** tab is where you can schedule Curbside Pickup appointments.

The **Visit** tab is where you can schedule appointments for things like meeting rooms, passport appointments, etc.

You may see different options depending on what your library has made available!





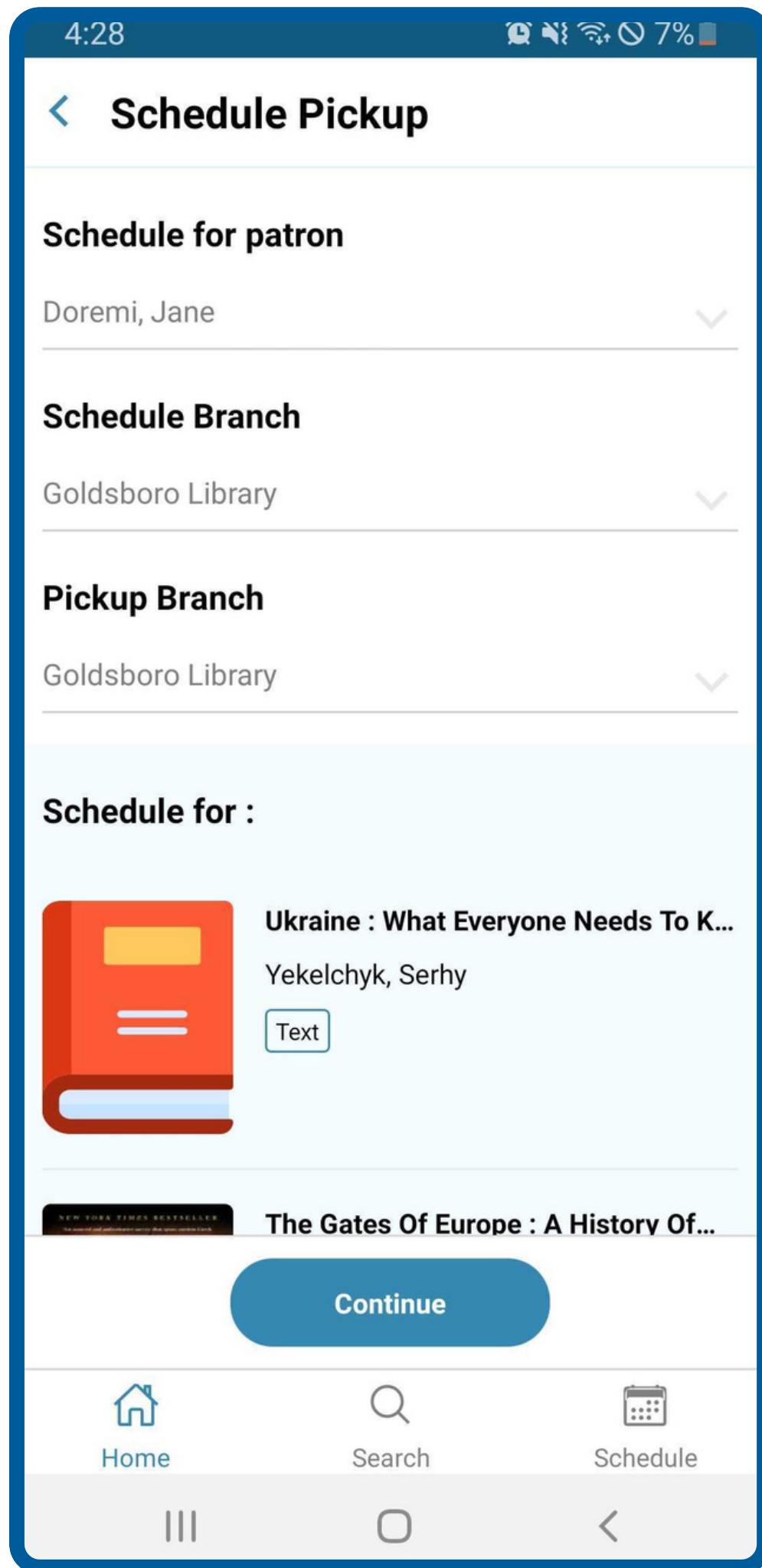
Curbside Pickup Scheduling

When items are ready for pick up, a message will appear on your home screen.

If you would like to schedule a Curbside Pickup appointment, tap **Yes, Schedule** to get started.

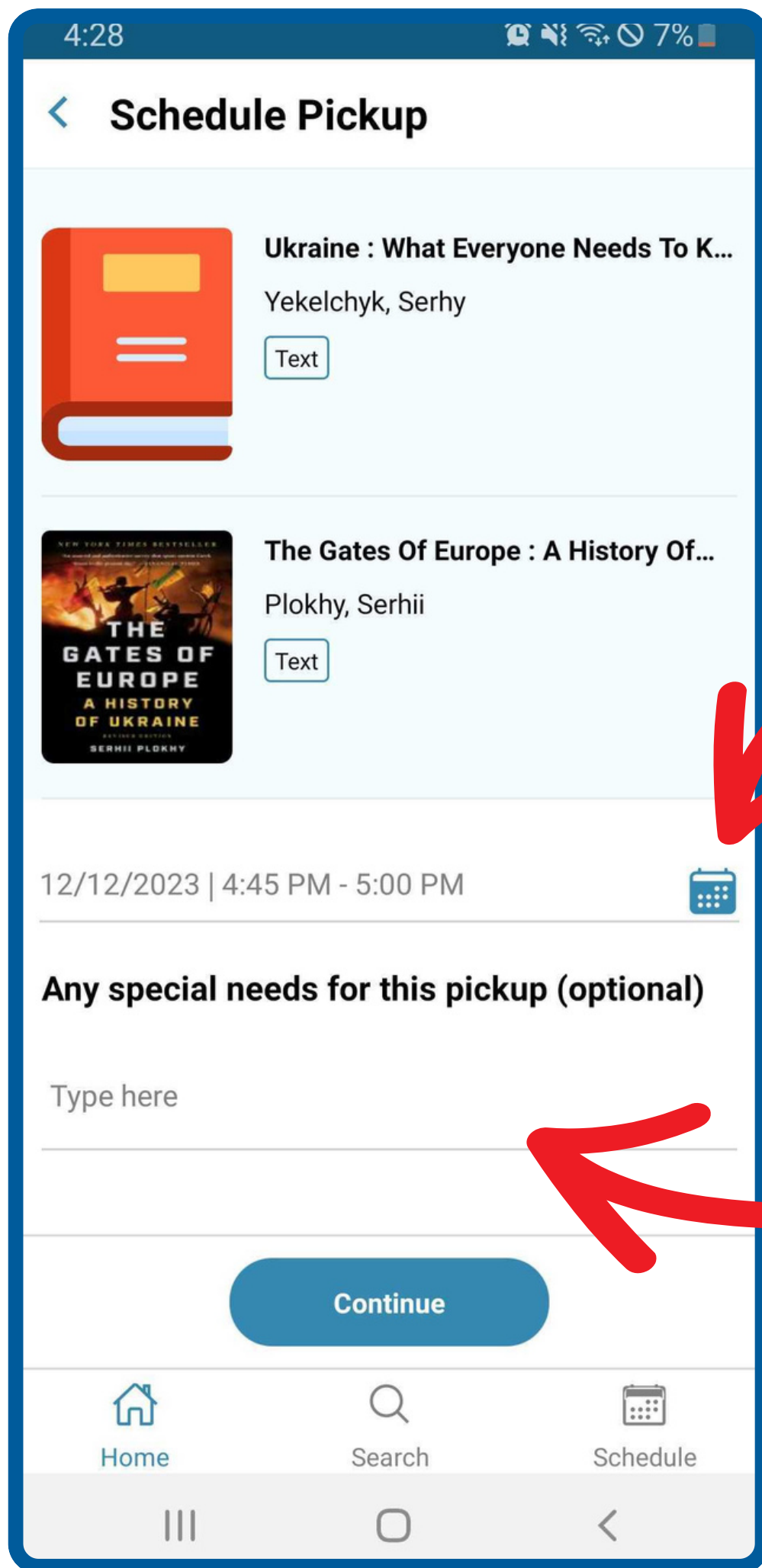
If you tap on **Skip Now**, this message will disappear.

But don't worry! You can always set up an appointment later by going to the **Schedule** screen.



Curbside Pickup Scheduling

The **Schedule Pickup** page will display the items available for pickup, as well as the pickup location.

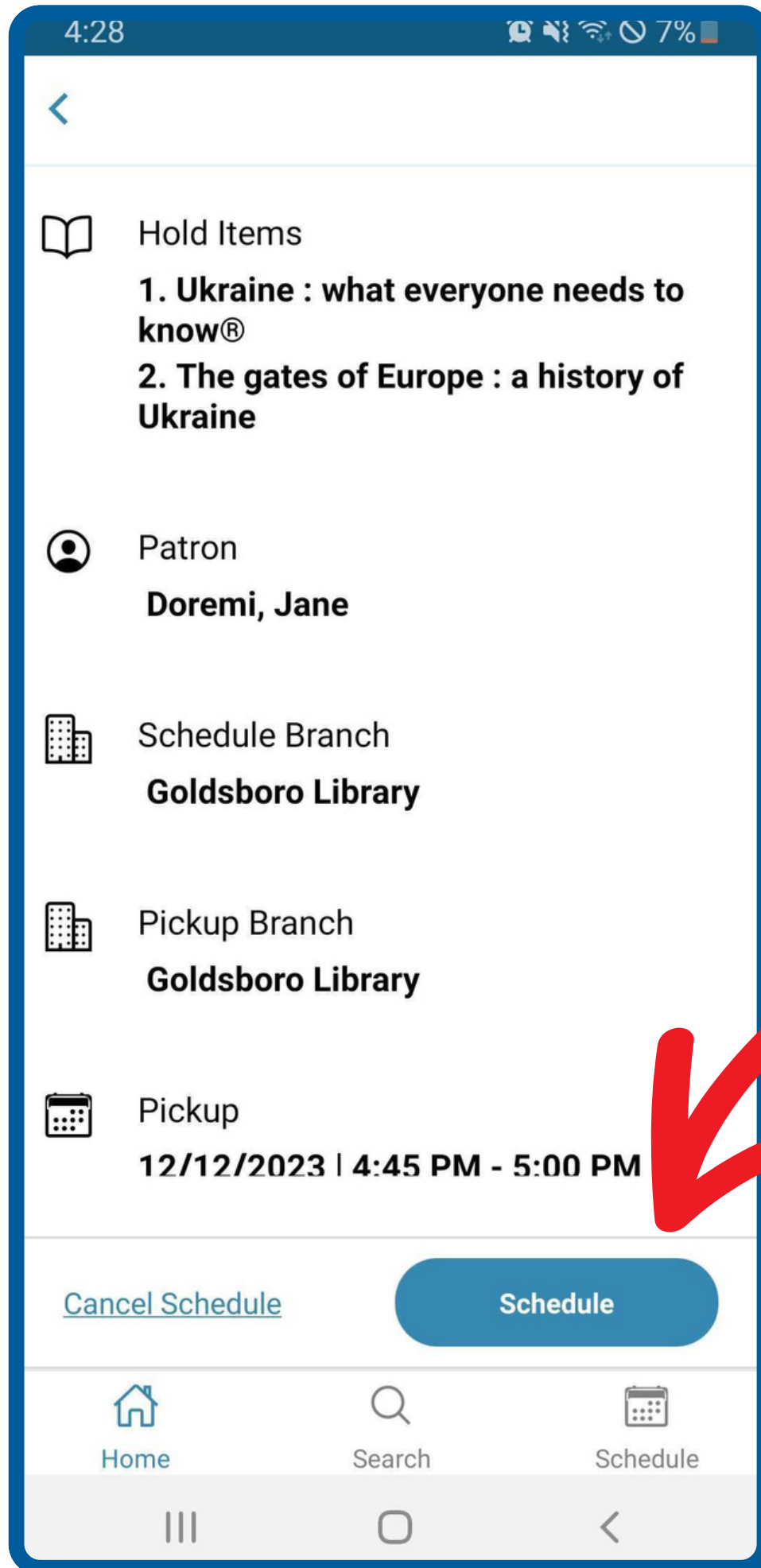


Curbside Pickup Scheduling

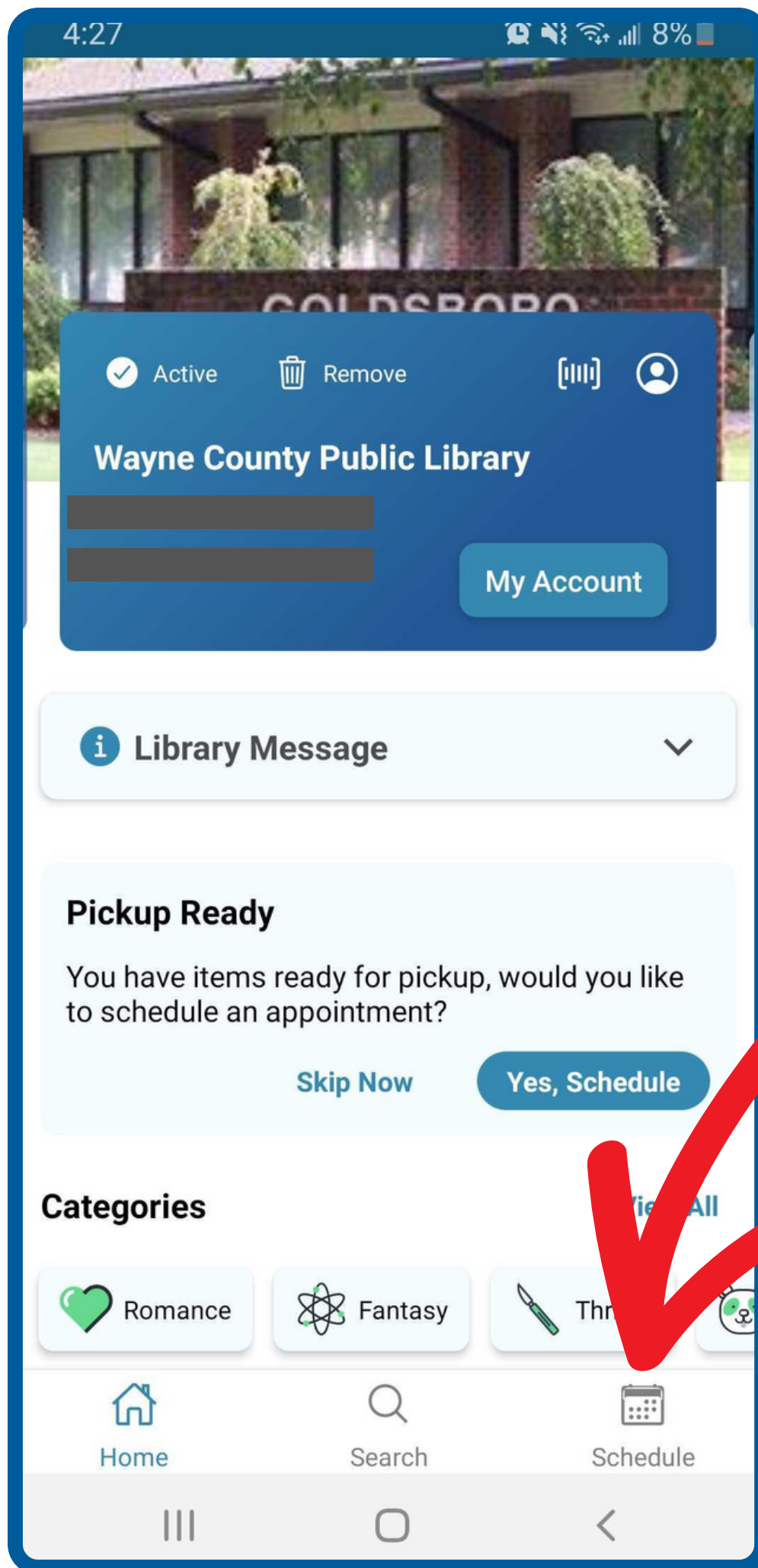
Scroll down to choose your preferred pickup date and time.

If you have any notes for the library, you can add them here.

Curbside Pickup Scheduling



If everything looks right, tap the **Schedule** button to finalize the appointment.



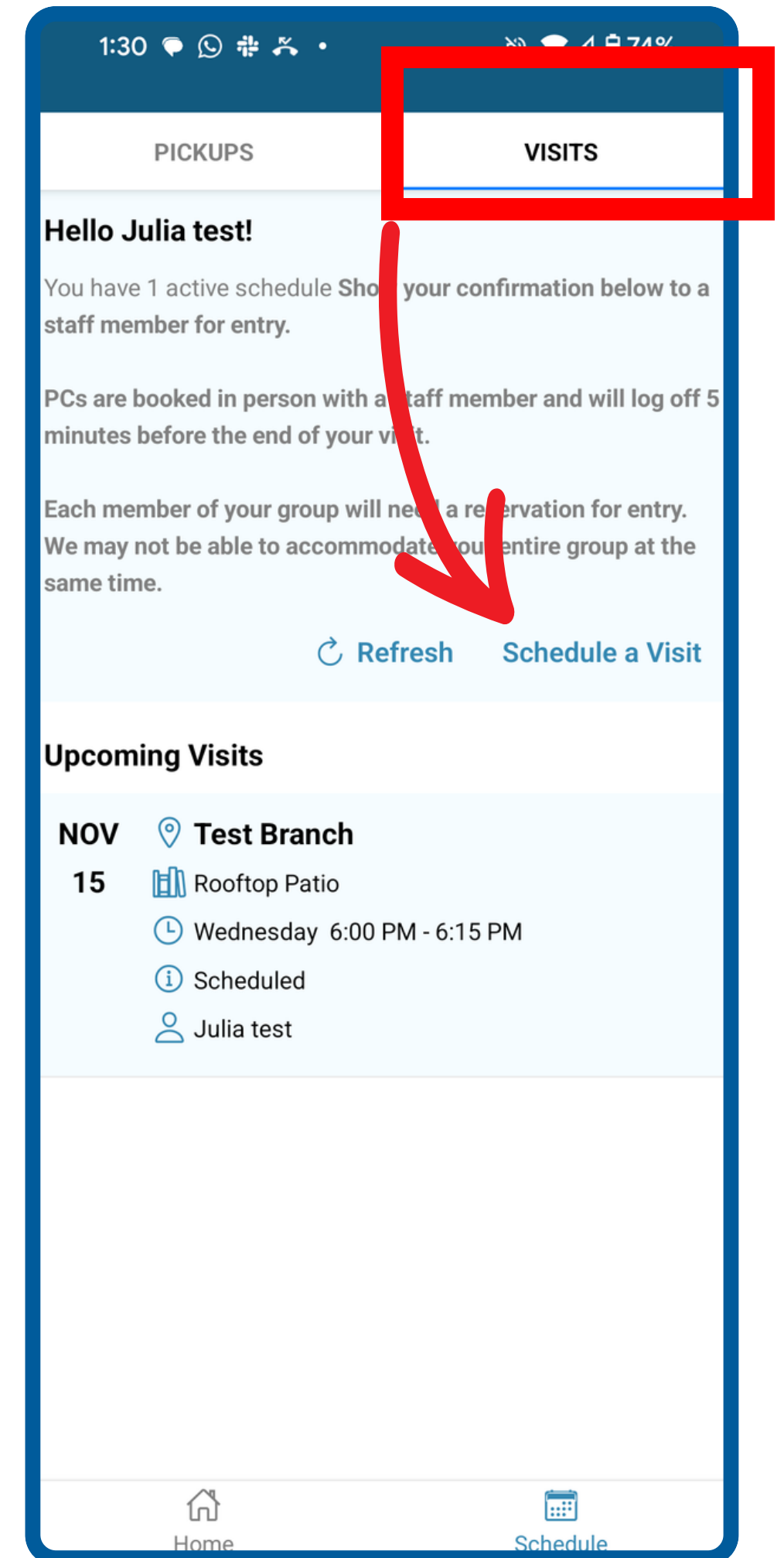
Curbside Pickup Scheduling

To view your upcoming appointments, reschedule or cancel, tap **Schedule** on the home screen and go to the **Pickups** tab.

In-Library Resources

Scheduling appointments for In-Library Resources is very similar to scheduling for Curbside Pickup.

To get started, tap the **Visits** tab, then tap **Schedule a Visit**.



In-Library Resources

Choose your location, the resource you want to reserve, and the date and time of your appointment.

When everything looks right, tap **Continue** to confirm your appointment.

1:38 73%

< Visit Schedule

Schedule for patron

Julia test

Library

Branch 3

Schedule for

Study Room A

Preferred date & time

MM/DD/YYYY HH:MM

Any special needs for the visit ?

Add special needs here...

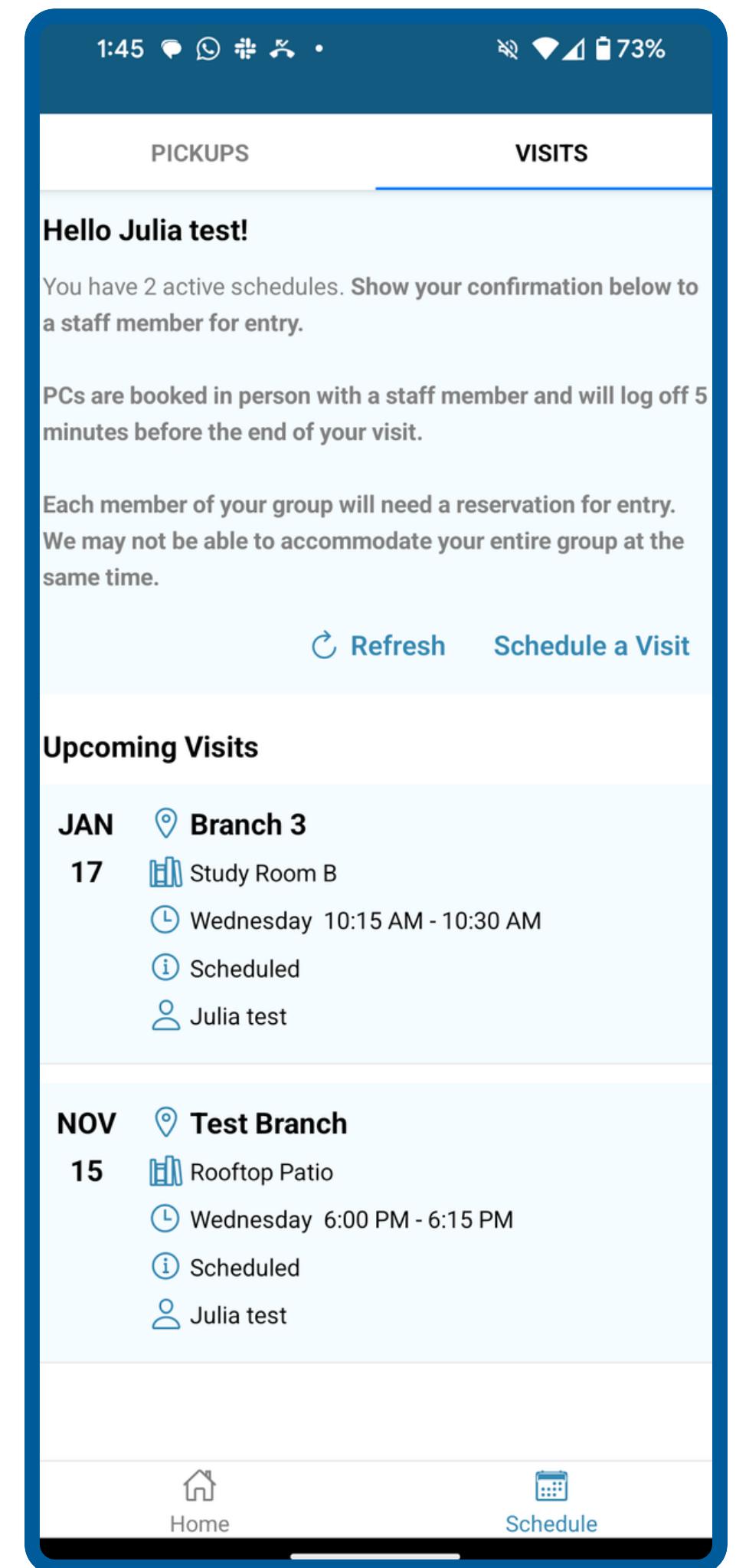
Continue

Home Schedule

In-Library Resources

Your upcoming appointments will appear on the **Visits** page.

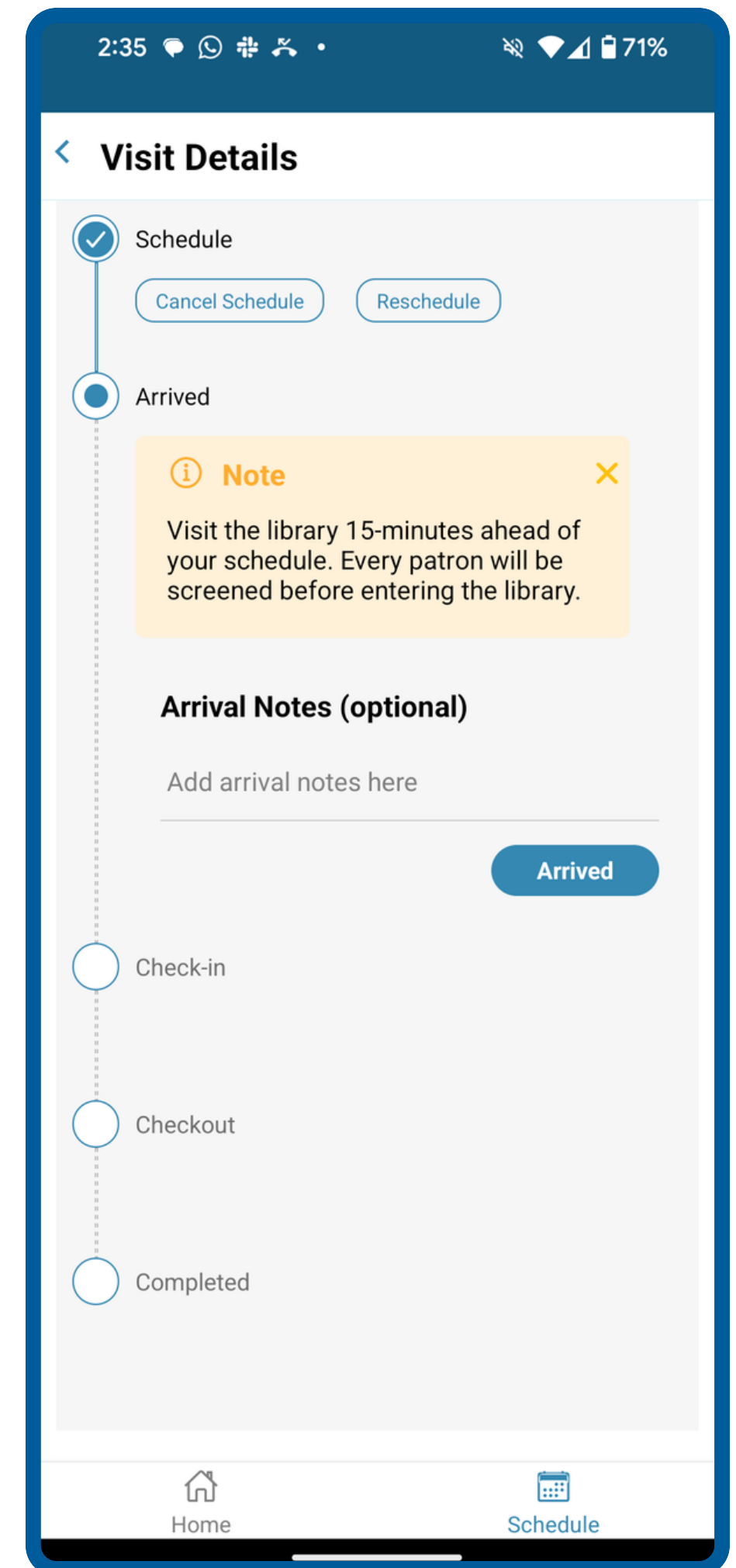
Tap on an appointment to let the library know you've arrived, or to cancel or reschedule.



Navigating Appointments

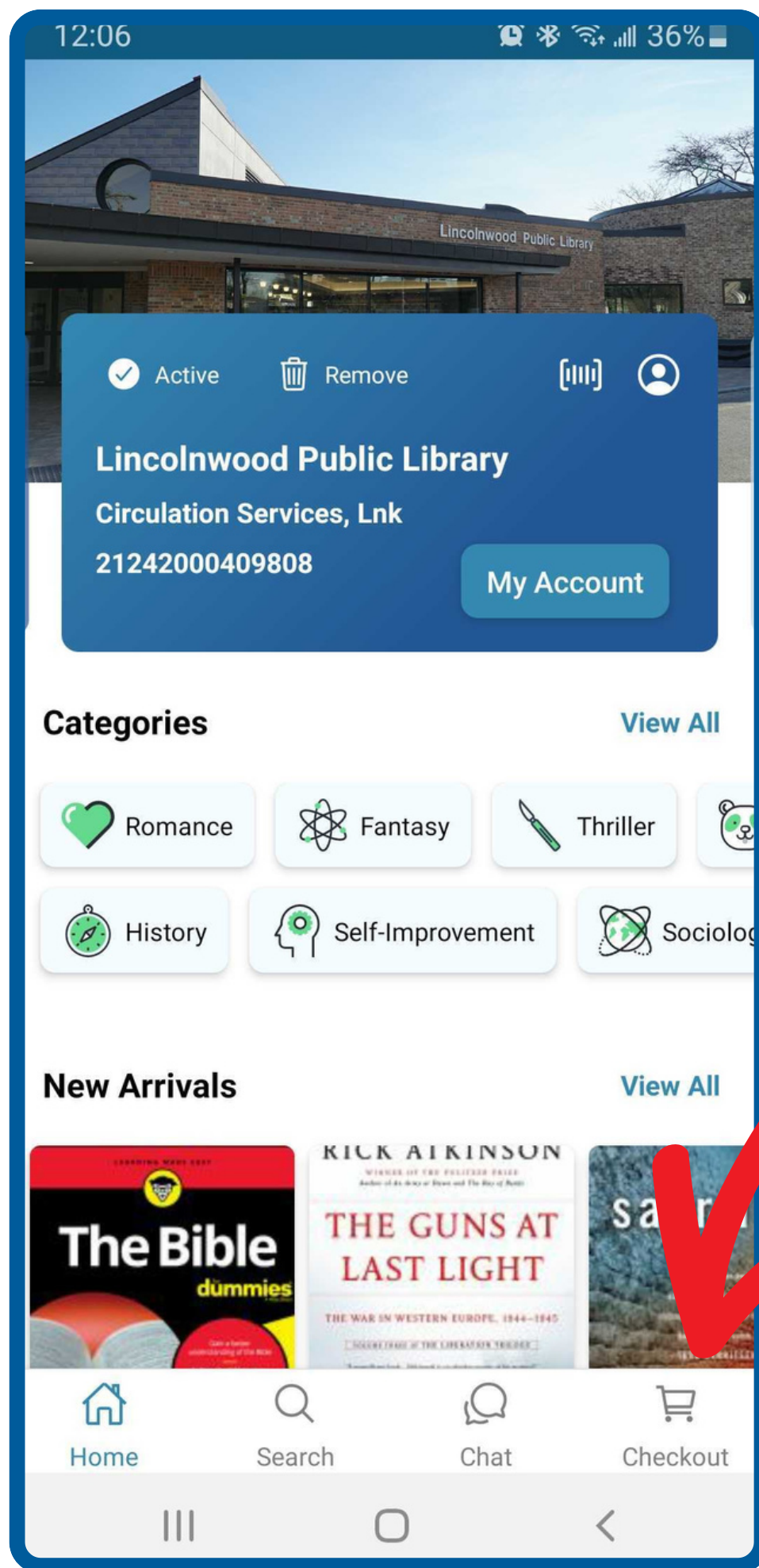
When it's time to start your appointment, just follow the steps on the **Visit Details** page. myLIBRO will alert the library that you've arrived!

You may see a yellow **Note** box appear on the screen. This is information your library wants to share with you about your appointment.



Self-Checkout

Scan and check out items with myLIBRO

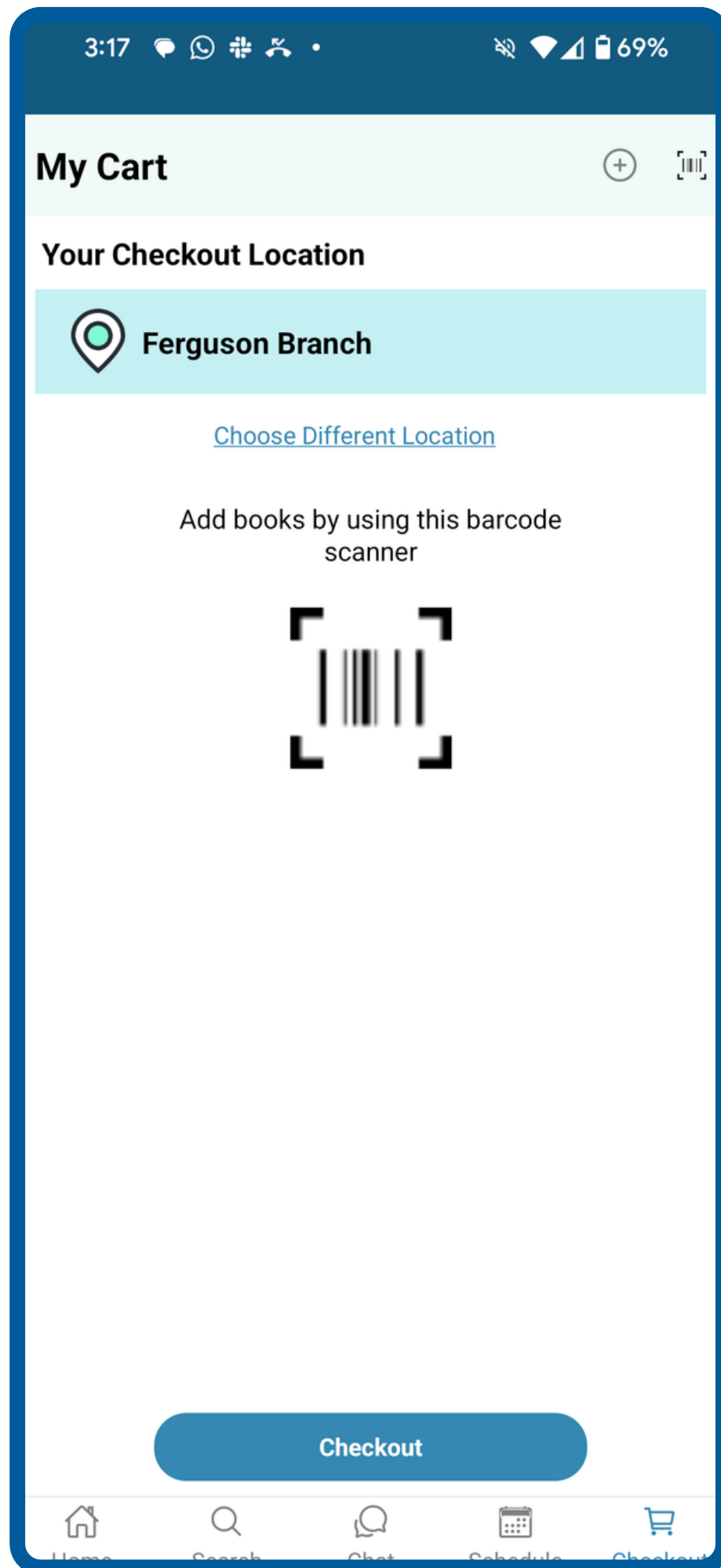


Self-Checkout

With myLIBRO, you can check out books and other materials using your phone!*

Tap the **Checkout** icon at the bottom of the screen to get started.

*May not be available at all libraries.



Self-Checkout

To check out items with myLIBRO:

1. Tap on the barcode icon on the **Checkout** screen to open the camera app on your device.
2. Point the camera at the barcode of the item you want to check out.
3. When you're finished scanning all your items, just tap **Checkout**.
4. Done!



myLIBRO

Happy Reading!