



# Tips when using the LibrariesSA app



Available for Apple & Android. Search for 'Libraries SA' in



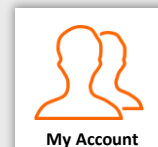
## Logging in to the app

Select **Sign in here** and log in with your library card number (starts with 'X0' or 'D0') and PIN number.



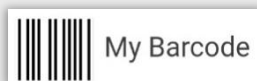
## Managing your holds

To **Suspend** or **Cancel** a hold or **Renew** an item (extend its due date), visit the **My Account** area.



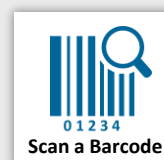
## Use your phone as a library card

Rather not have to carry your library card with you wherever you go? Once you are logged in to your account, your device can display your library barcode, card number and name if you select **My Barcode**. This option appears at the bottom of the screen when logged in.



## Scan the barcode of a book, DVD or CD to see if it's available at the library

Select the **Scan a Barcode** option from the menu. This should activate your device's camera. Position your camera so the barcode is shown on screen (with a book, use its 'ISBN' barcode).



Ensure the **red line** that appears on the screen extends across the barcode. When the barcode is recognised, it will instantly be searched for on the catalogue.



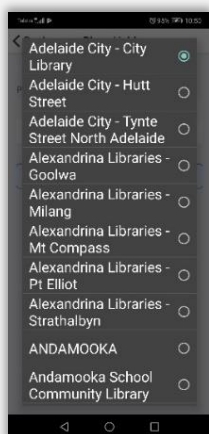
## Searching, placing a hold & choosing your pick up location

After logging in to the app, use the **Search Catalogue** box to search for items.



When you see an item you'd like to borrow, select **Place Hold** to start the process.

You can select the pick up location for the item – just tap on the default library name that appears under **Pick up location** to bring up the list of all locations, as shown right.

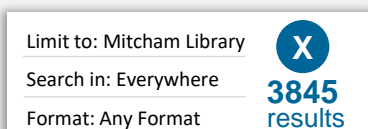


Select **Place Hold** again to confirm you wish to place a hold on the item.

## Advanced search options

When searching, you can further filter the results, including: **Limit to** (by particular library), **Format** (book, eBook, DVD etc.), **Search on** (title, author, subject etc.).

Note: By default, the **Limit to** search results are limited to your library service. To expand the search results to all library services across SA, tap the 'X' symbol as shown to right.



## Linking library accounts

By connecting the library accounts of other family members on the app, you can manage their accounts on their behalf. This includes being able to manage their holds and renew items for them. Note: you'll be prompted to enter the library card numbers and PINs of the accounts you'd like to link.

To access this feature, visit the **My Account** area, select **Linked Accounts** and then tap '+ Add'

