

BookMyne End User

Before your patrons can use the BookMyne app, they need to search and set up their home library. After having set up what institution their account belongs to, they will be able to browse, place holds, and renew material they have checked out.

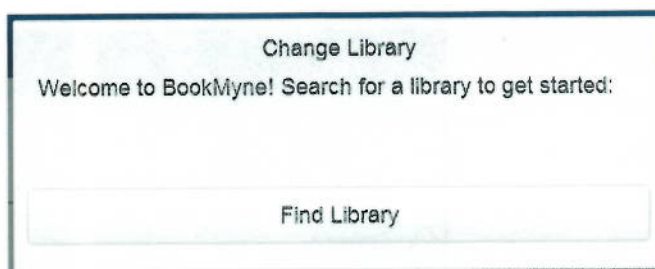
NOTE: Placing holds and renewing material will depend on the library system's policies.

Finding a Library

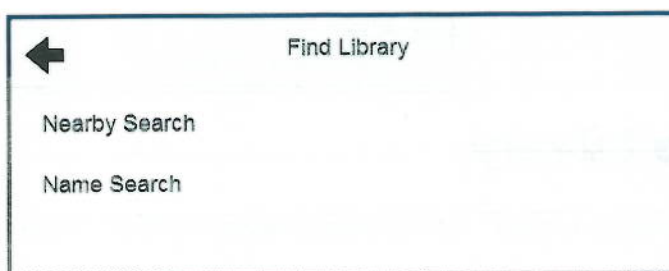
When a user first opens the BookMyne app, he/she will see the option to find a library.

To find a library

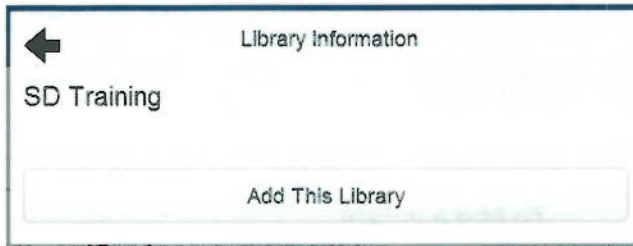
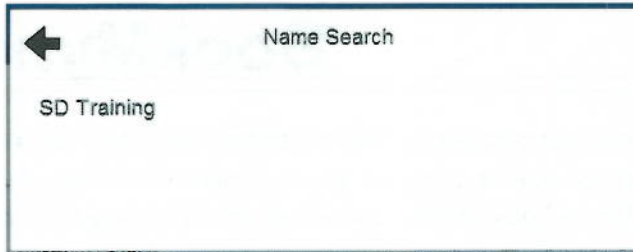
1. Click **Find Library**.



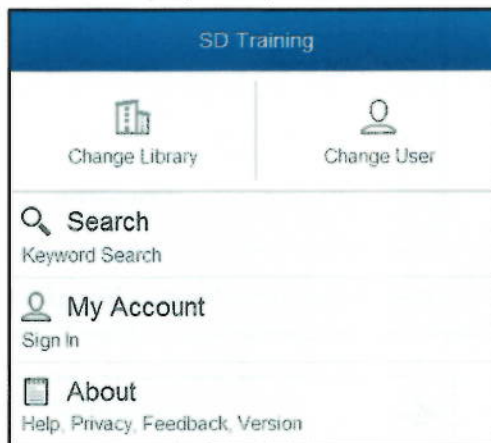
2. Choose to search for **Nearby** libraries (uses the devices location services), or, choose to search by **Name**.



3. A list of all the libraries that match the search will appear. Select the appropriate library.
4. Click **Add This Library**.



Once the user has defined a library, this screen will appear:

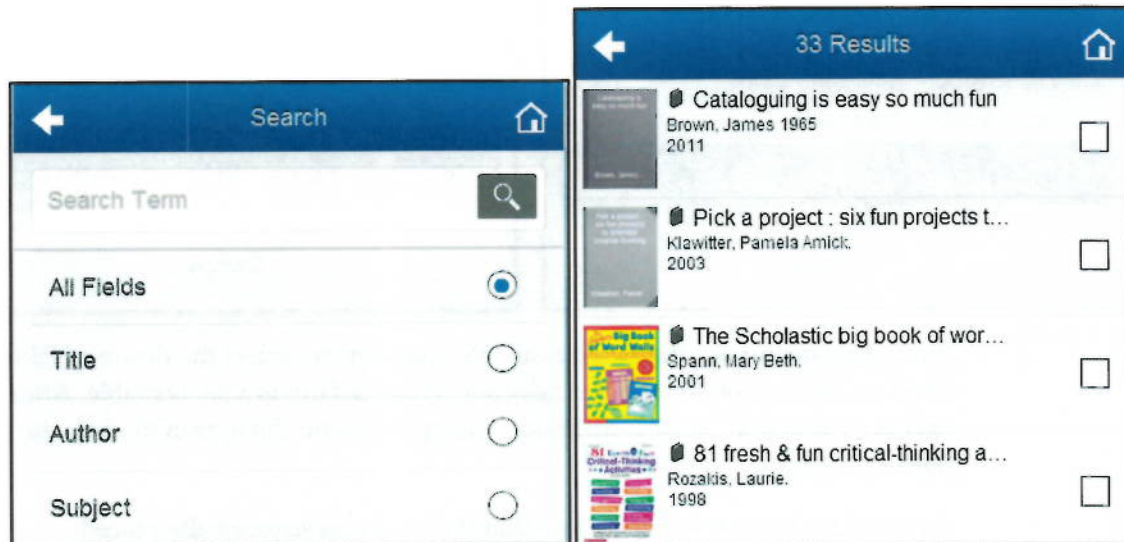


Change Library

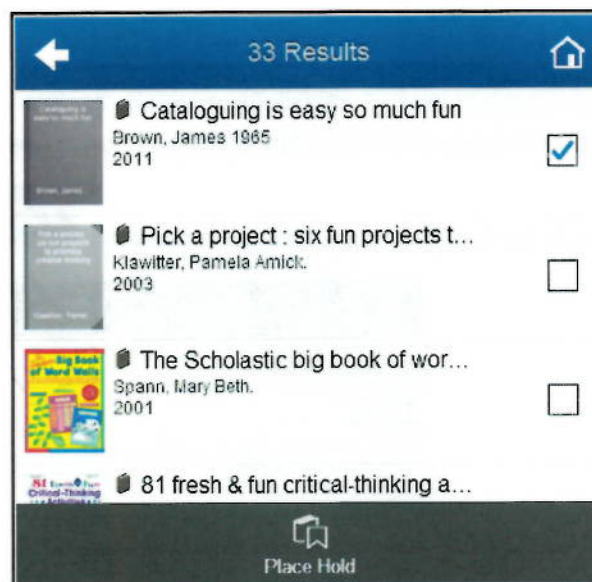
The "Change Library" option enables users to add and remove libraries.

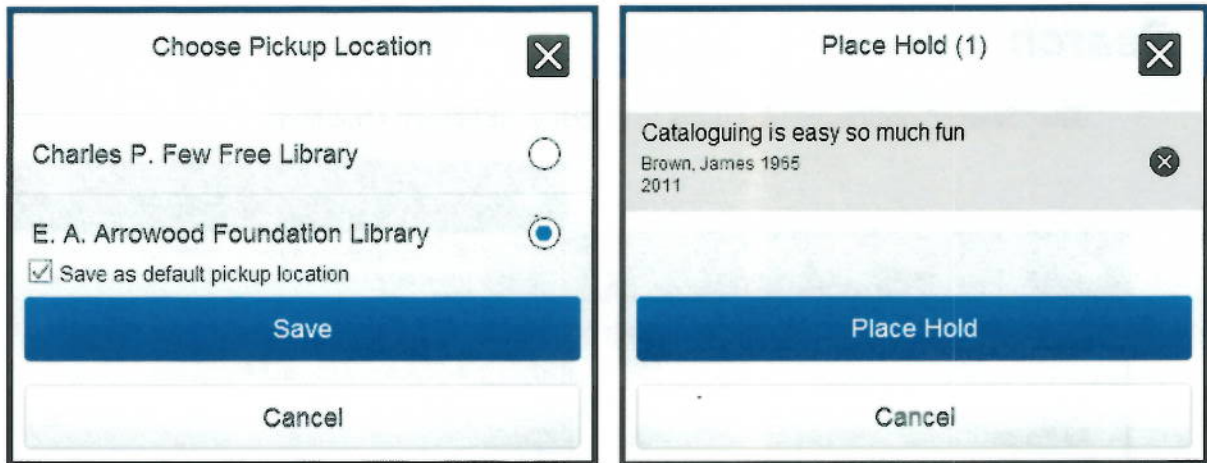
Search

The "Search" option enables users to search your library's holdings.



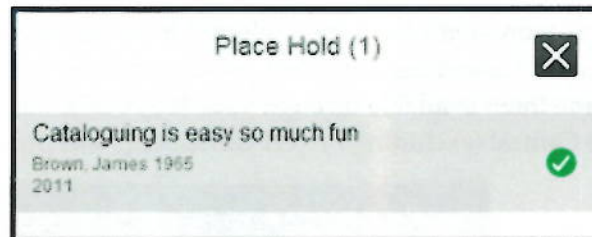
Once one or more items have been selected from the list, the option to place a hold will appear. Project Gutenberg items will present a button to download, whether your library made them available through your ILS or eResource Central. All items loaded via eResource Central (excluding Project Gutenberg) will present a checkout button.





If multiple pickup locations are available, the user can select the desired pickup location. The option to save this selection as the default is also available. After saving your selection, a confirmation will appear with the option to place the hold, or cancel.

A green check mark will indicated that the hold was successfully placed.



To return to the search screen, click the left-facing arrow.

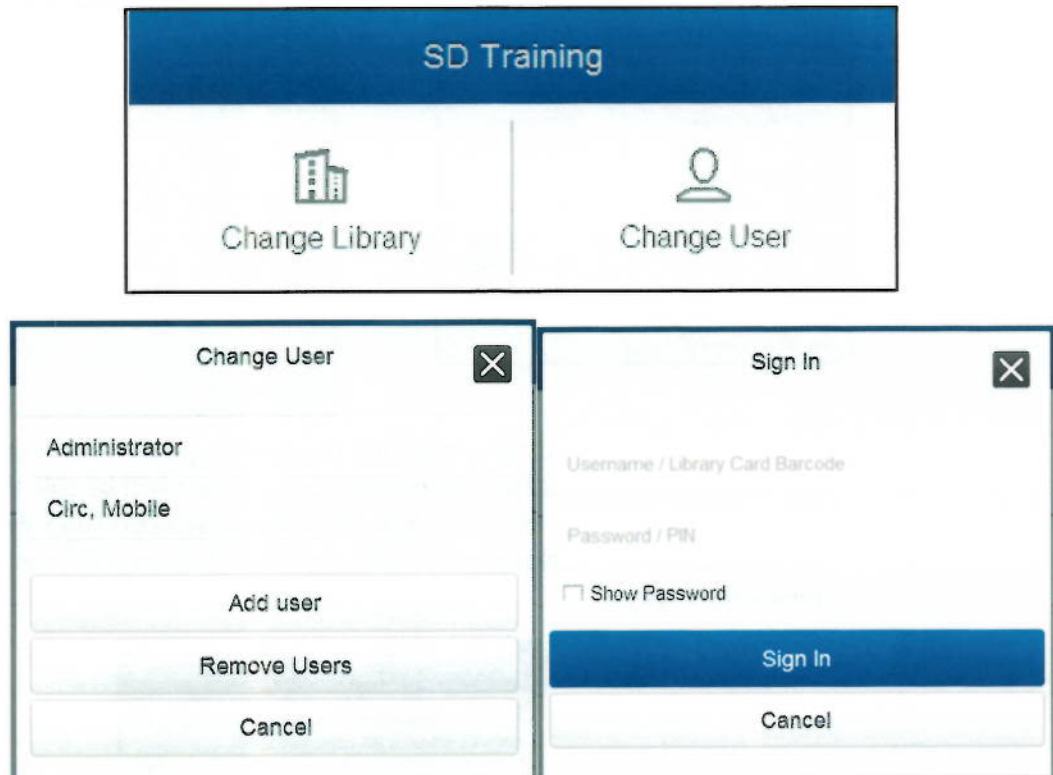


To return to the home screen, click the home icon.

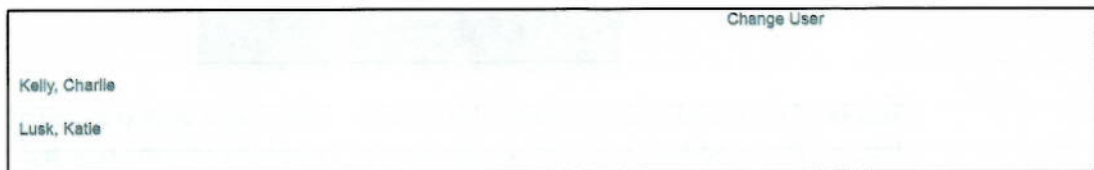


Users

The “Change User” option enables users to enter their library access information, for features such as placing holds and “My Account”. You may have multiple user accounts set up in BookMyne. To add a new user to the BookMyne app, click “Add user”. This will prompt you to log in with your library credentials.



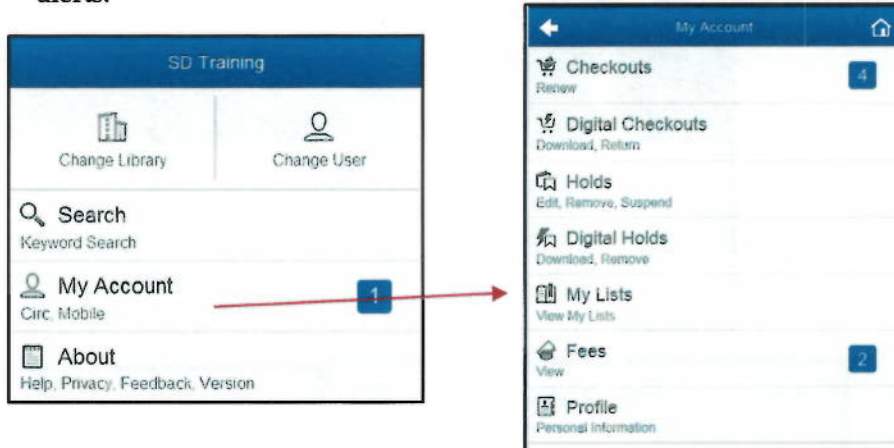
If you would like to change the user, select it from the list of users you have already added to the BookMyne app.



If you would like to remove a user from the list of users, click the “Remove” button at the bottom of the app. Then, select the user or users to remove.

My Account

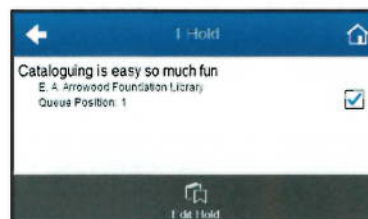
Once logged in, if the selected account has activity on his/her account, it will be indicated in the “My Account” section, by a number representing the number of alerts.



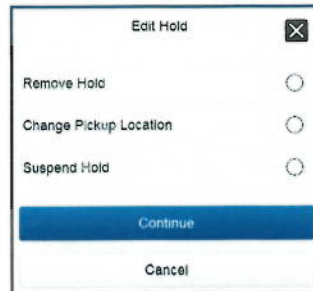
Checkouts - This will display all of the checkouts a patron has at that moment. If the library allows for material renewals, then patrons will be able to renew the selected material from this view. You can also renew items from the detail view for each title. After clicking on the title, the renew button will be available to renew the material.



Holds - This will display all the holds a patron has placed at that moment. If the library allows editing holds, then patrons will be able to edit the selected material hold from this view. You can also edit a hold from the detail view for each hold. Select one or more titles to activate the “Edit Hold” option.



From within the BookMyne app, users can remove holds, change which library he/she wishes to pick-up the item, and suspend the hold (As an example, users will suspend holds if they will be away, but do not wish to lose their place in the queue.)



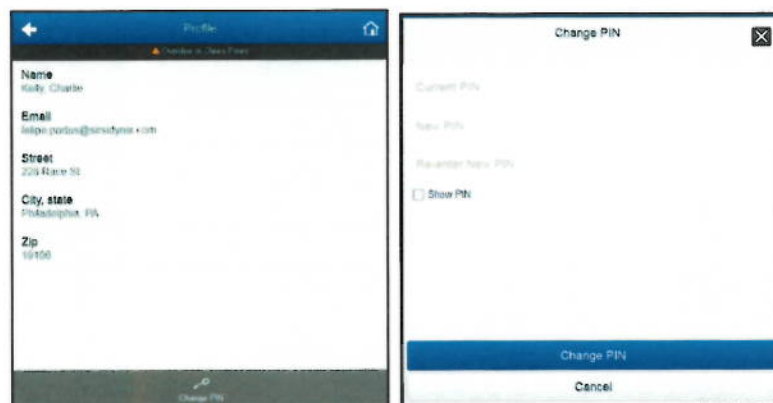
Digital Checkouts/Digital Holds – This will display the items that patrons have checked out or placed on hold digitally. Also, they will be able to download, return, or remove digital items.

My Lists - This will display the custom book lists that patrons have created in eLibrary and HIP.

NOTE: This does NOT show the lists created by patrons using the "My Lists" feature in Enterprise. Lists cannot be created in BookMyne, only viewed. These functions are planned for future releases.

Fees – Displays any associated bills/accruing fines.

Profile - This will display the patron's information. The option to change their PIN is also available.



NOTE: You can add messages to display when your patrons perform many transactions from My Account. The set up of the transactional messages is covered in the MyAccount section in the BLUEcloud Central guide.

