

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

15:58   



Welcome

Let's get you connected with your local library!  
Please have your library card information available.

Tap the screen to continue.

 Select Language

Select Language and tap on screen as instructed.

You will now be prompted to complete the following

15:58   

< Welcome

Select your Country, State and Library

Select Country

Select State/Region

Select Library

Next

Data label: Official

Select the appropriate details for each field

15:58 📶 🔋

< Welcome

Select your Country, State and Library

Select Country  
United Kingdom

Select State/Region  
Scotland

Select Library  
West Lothian Council

Next

Tap Next

You will now see the terms and conditions

15:58 📶 🔋

< Terms and Conditions

By accepting, you have read and agree to the following:

End User License Agreement

Terms of Use

Privacy Policy

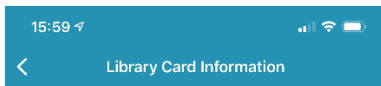
Accept

Once you have read through, Accept

Data label: Official

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 and PIN



Library Card ID

28053004666233

PIN/Password

Login

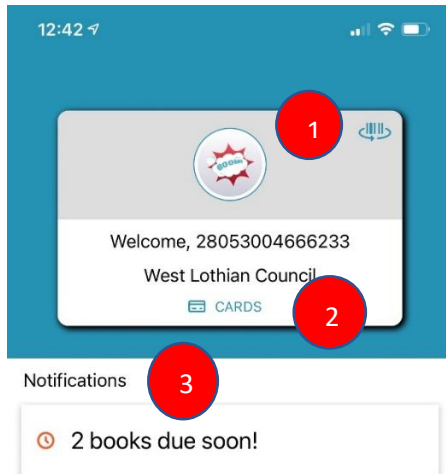
Once complete, tap Login

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.



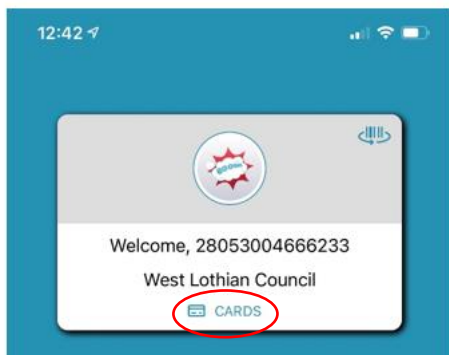
1. View virtual library card barcode.
2. Displays all library accounts currently logged into on device.
3. Displays library messages and notifications.

Data label: Official

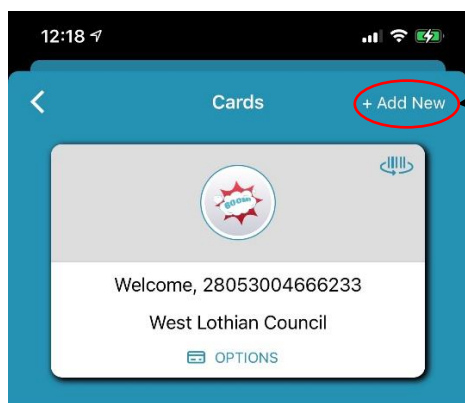
## Adding another Library Card / Switching to Other Card

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

From the Home screen press on Cards

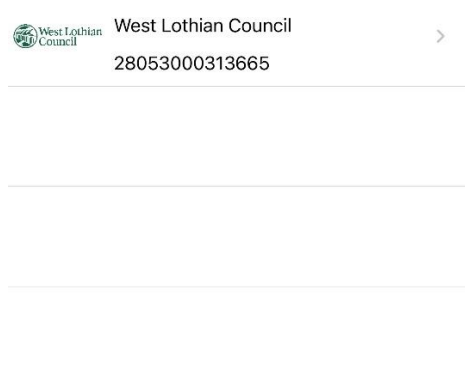


Press Add New



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.

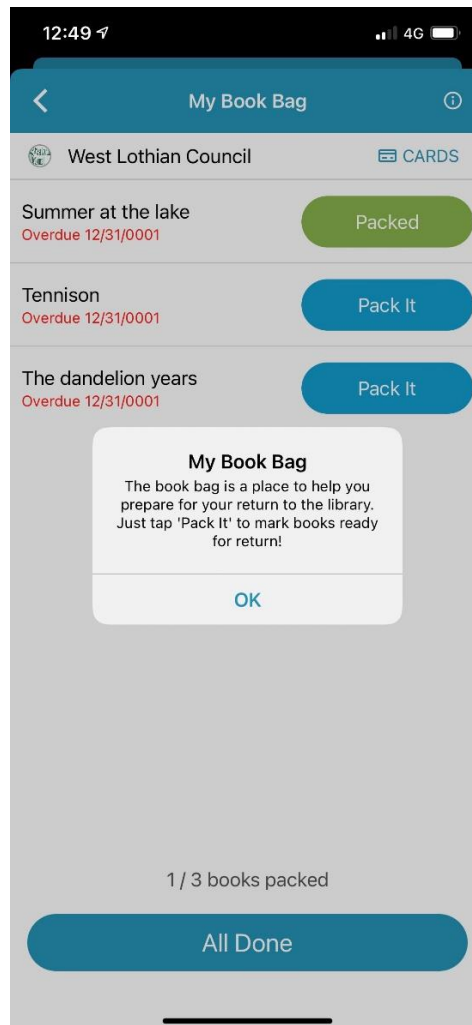
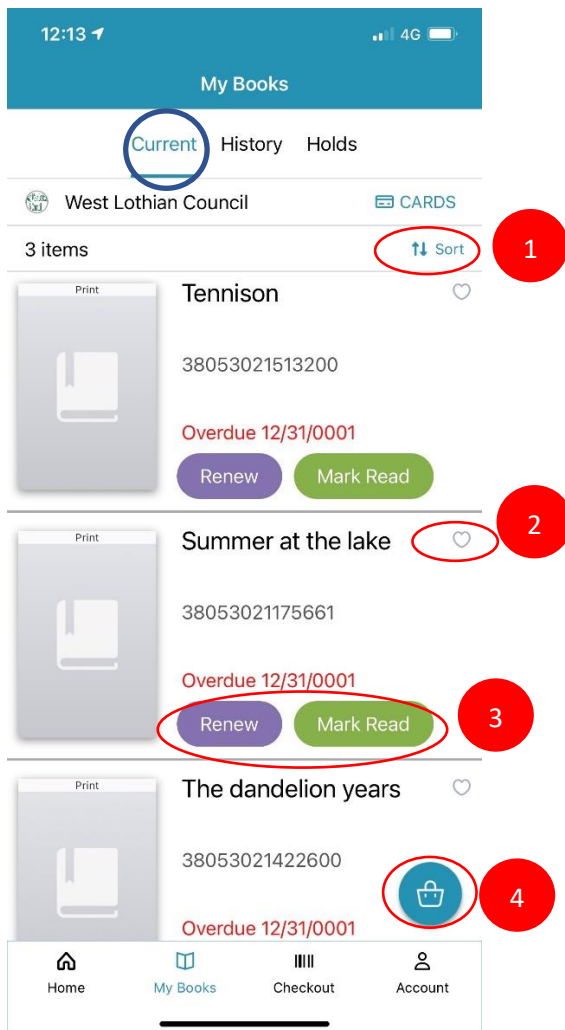
Data label: Official

## My Books Menu - Current, History, Holds

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

### Current tab

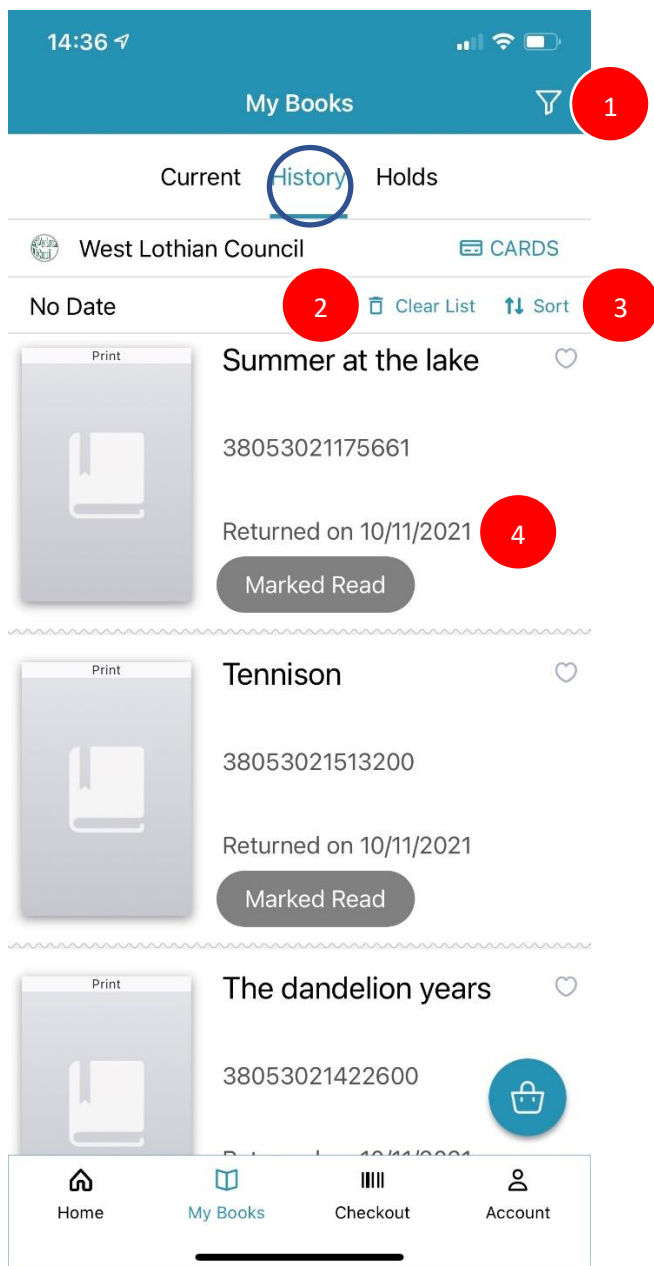
Displays all items you currently have out on loan



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

## Logging onto Online Library Catalogue within App

Within the APP select **Account** menu, Select **Help and Support, Library Full Catalog**

By pressing on the Main Menu icon you can then log into your account and place holds through our online catalogue

Type in your library membership barcode and PIN then click Log in

## 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\*\*