Library Catalogue Mobile App Guide

Apple Devices (iOS 5.1.1+)

Richmond Public Library

Checklist

✓ START

In the Fall of 2014, Richmond Public Library (RPL) switched to a brand new Library Catalogue search system. The new Catalogue also offers an mobile App for Apple & Android devices.

To get the app for your **Apple device**, go to the App store and search for RPL.

This guide will explain how RPL members can search for library items, access account information, and find library locations using the RPL library app.

To use this app, a member will need to have a valid RPL library card. **Don't have a RPL library card?** Visit http://www.yourlibrary.ca/account/cardregistration.cfm for details.

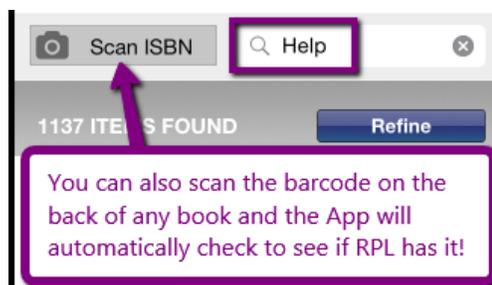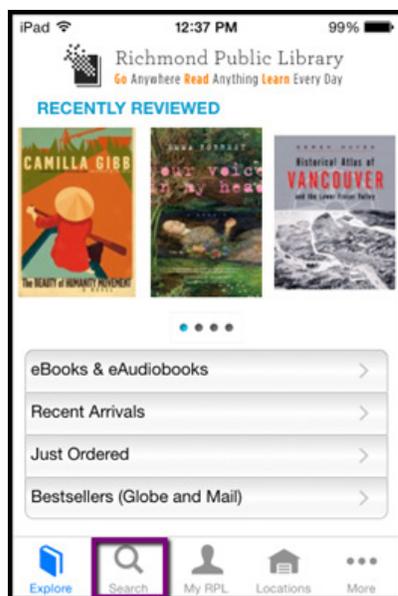If you are downloading the app on an iPad, choose the **iPhone Only** option.

STEP 1: Searching for Items

The homepage of the App is the **Explore** menu; here you can read reviews on items recently posted by RPL members, browse our eBook & eAudiobook collections, check out our Recent Arrivals and Newly Ordered materials, and view the Globe & Mail Bestsellers.

To search the catalogue, tap the **Search** button. Then, type the name of the item you're looking for in the search bar, and tap **Search** on your keypad.
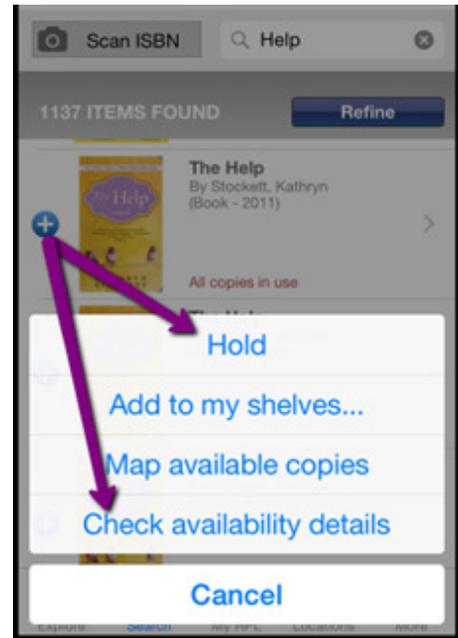
You can also scan the barcode on the back of any book and the App will automatically check to see if RPL has it!

You can filter your search results by format (e.g. eBook, Large Print), audience, or language by using the **Refine** button.

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☐ STEP 1: Searching for Items

To see more information about an item, tap its title. To quickly **place a hold**, or see where copies are available, tap the **blue plus sign** to the left of the title:
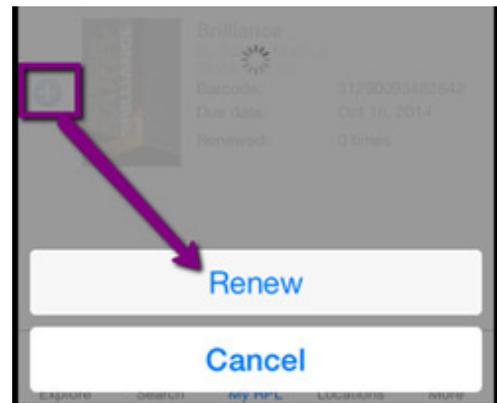
☐ STEP 2: Using Your Account

To view your loans and check your holds, tap **My RPL:**

You will be prompted to log in with your library barcode (or username, if you've set one up), and your PIN (usually the last 4 digits of a phone number). Once you've logged in, you'll see your account menu, which summarizes the items you have checked out, your holds, and your fines.
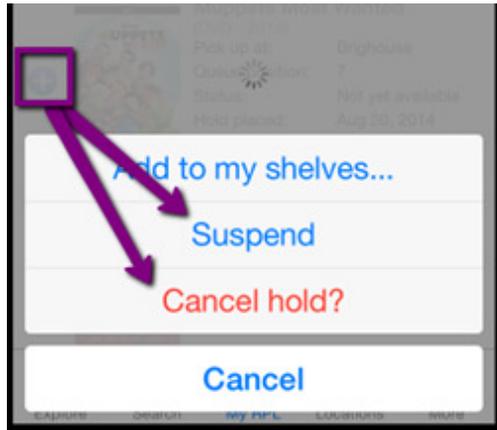
To **Renew** an item, tap **Total Items**. Find the item that you want to renew, and tap the **blue plus sign** next to it. A pop up menu will appear where you can **Renew** your loan:

Continue to next page ...
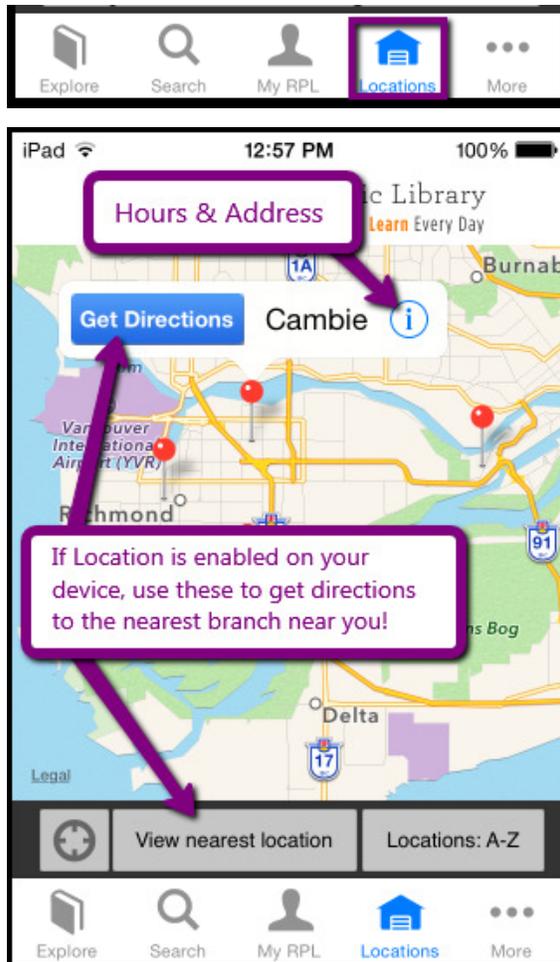
STEP 2: Using Your Account

To **Check**, **Cancel**, or **Suspend a Hold**, tap **Active Holds**.

To Cancel or Suspend a Hold for pickup at a future date, tap the **blue plus sign** next to the item and choose from the available options.

STEP 3: Library Locations

To find a branch and check its hours, tap **Locations**.

The App will use Apple Maps to show you the locations of all 5 of RPL's branches.

If you have the **Location** feature enabled on your phone, you can use the **View Nearest Location** button to find the branch closest to you.

For more information about a branch, tap the red marker. You will get a pop up that tells you the name of the branch.

If you have the **Location** feature enabled on your phone, you can use the **Get Directions** button to use your GPS to direct you to the branch.

Tap on the **blue information icon** next to the branch name to get more information, including the address and hours.

End