

Library App User Guide



How do I use the Library app?

On your mobile device, install Richmond Valley Libraries or Richmond-Upper Clarence RL from your app store.



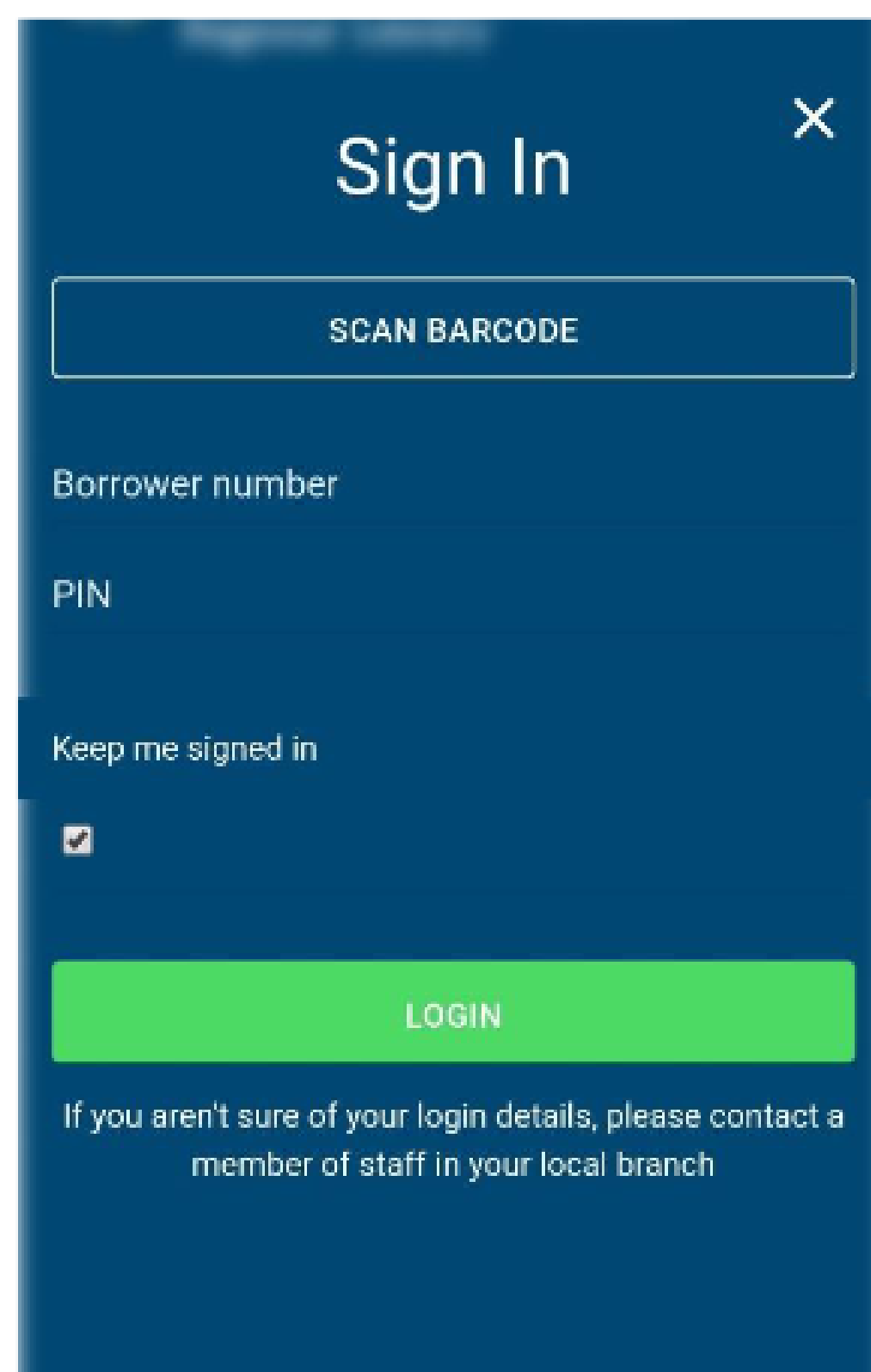
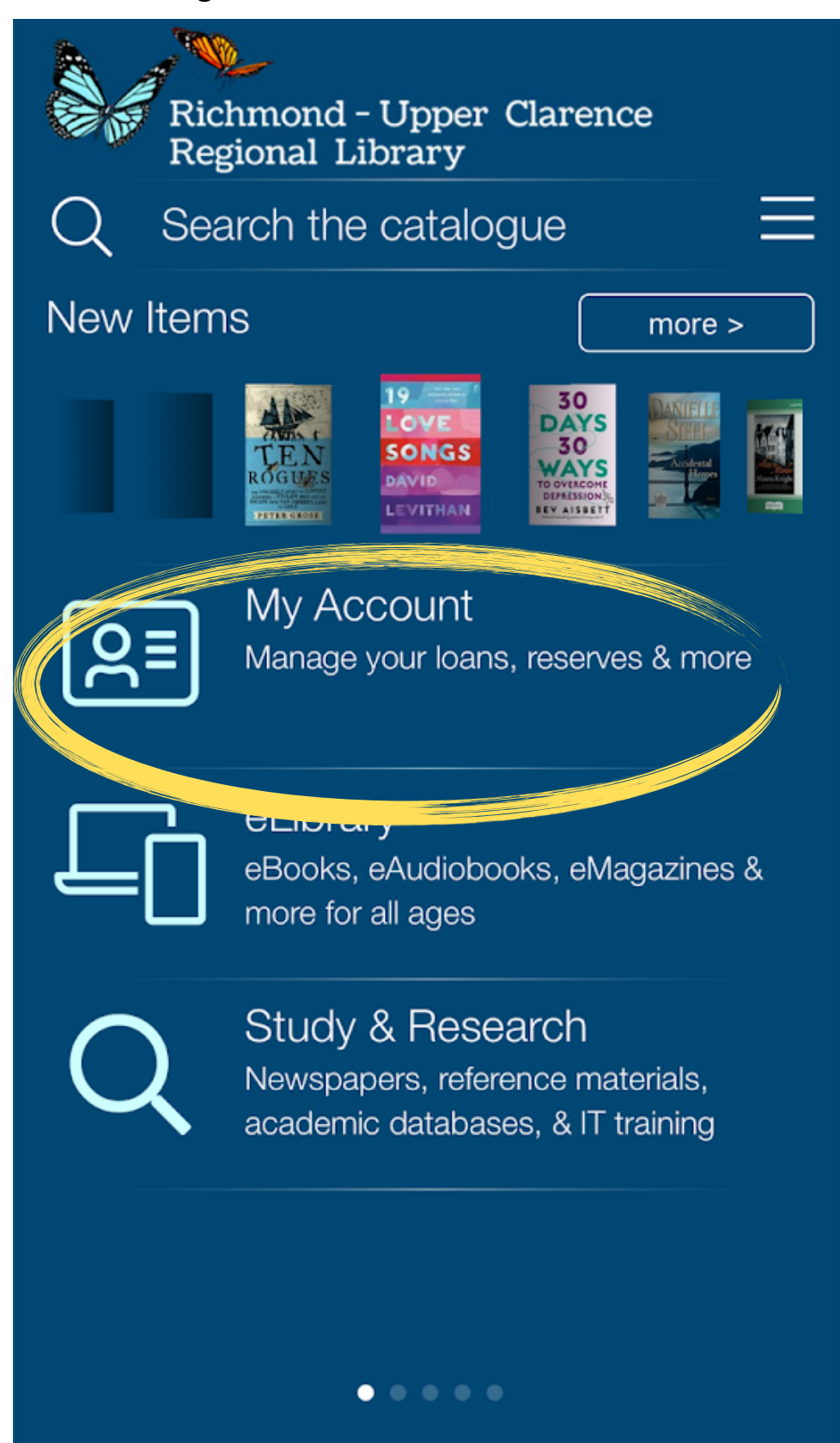
After it has installed, open the app

To sign in, tap "My Account" and then tap "Sign In"

Enter your Library card number (This can be found on your library card) or scan your library card barcode

Enter your PIN then tap "Login"

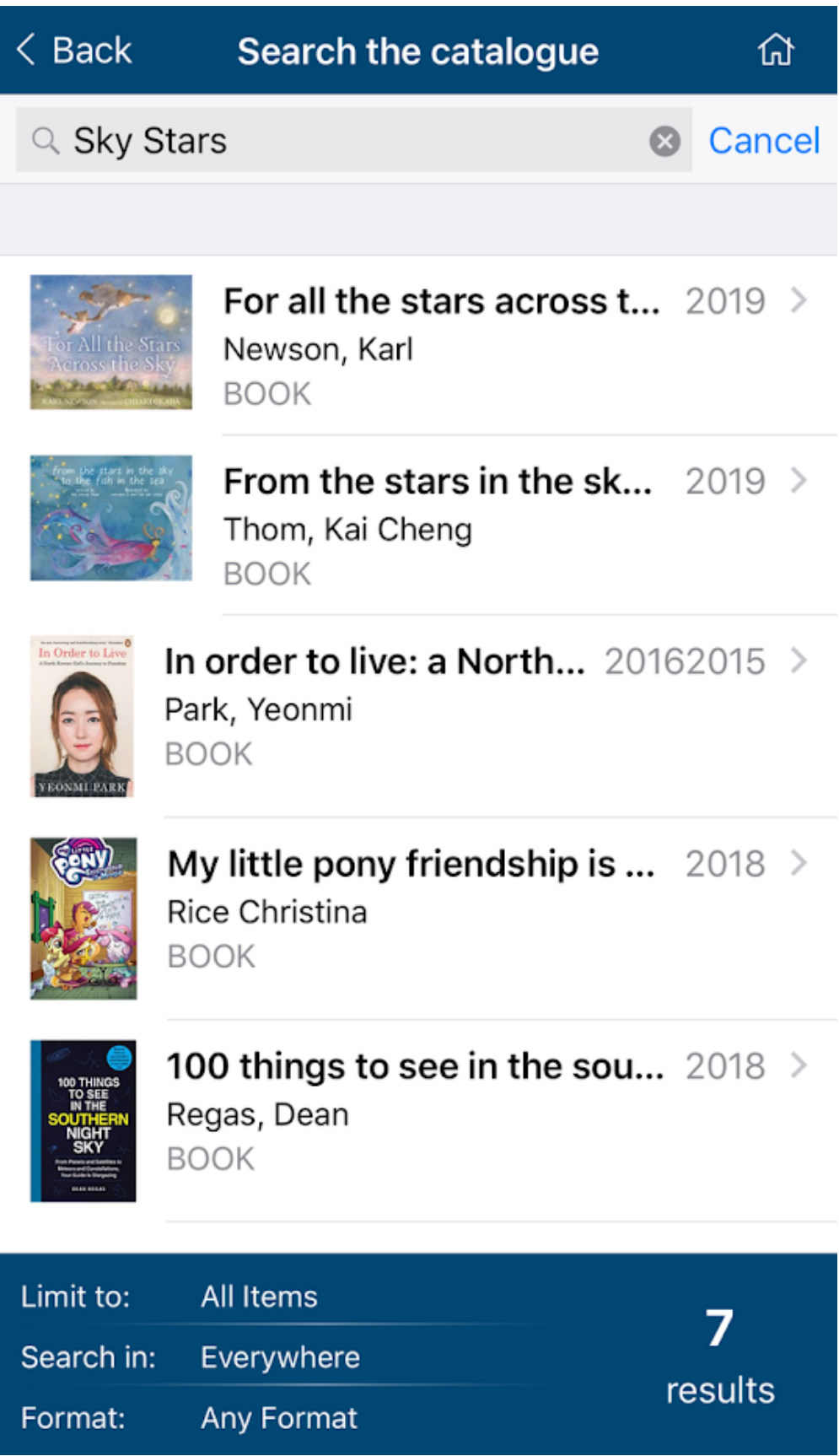
Your PIN is your date of birth in the format ddmmyy



How do I reserve library items?

Tap on "Search the catalogue" from the home screen to find the item/s you'd like to borrow or view

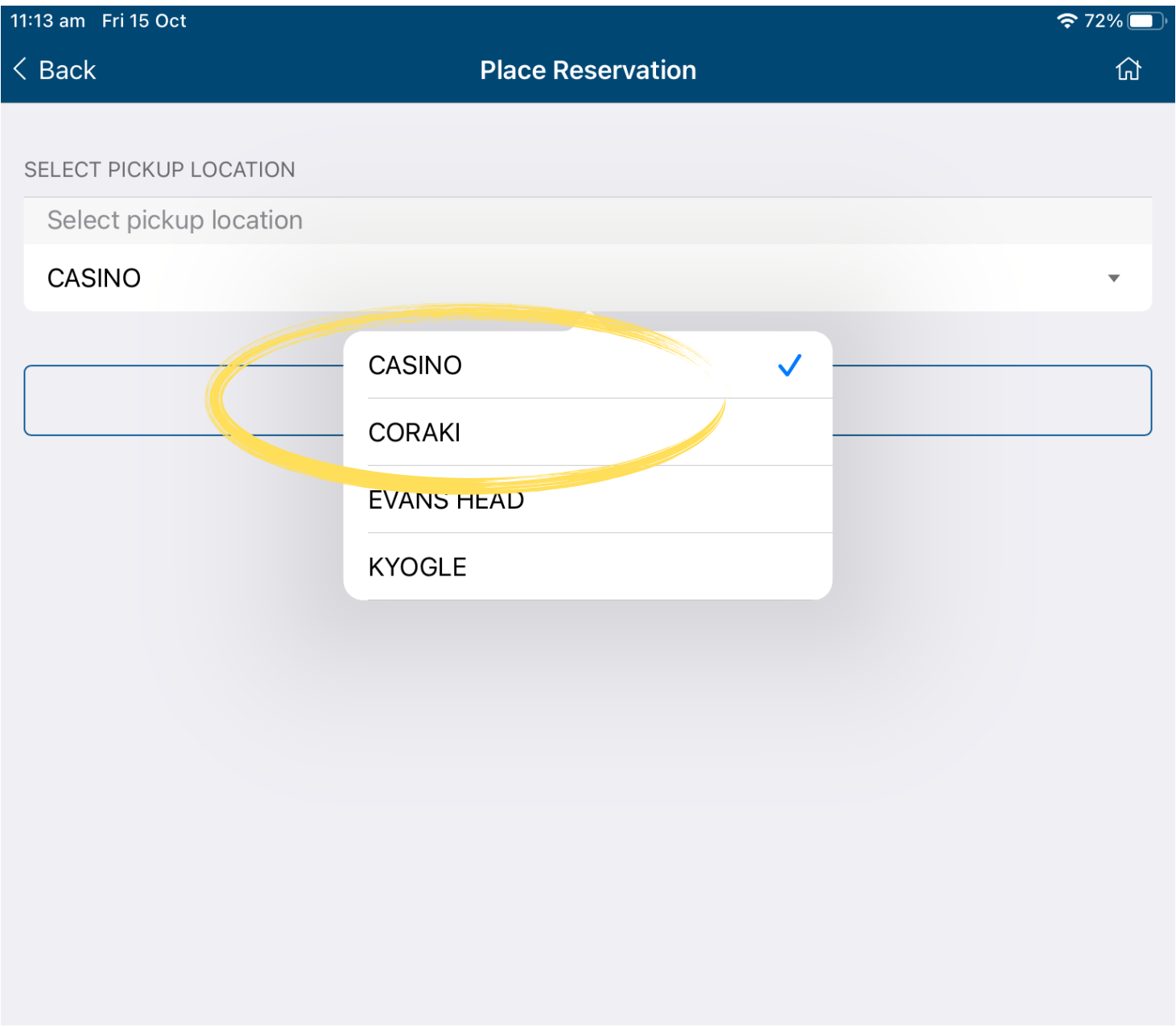
Tap on your preferred item in the search results displayed



You can then tap on "Place Reservation" to reserve the item

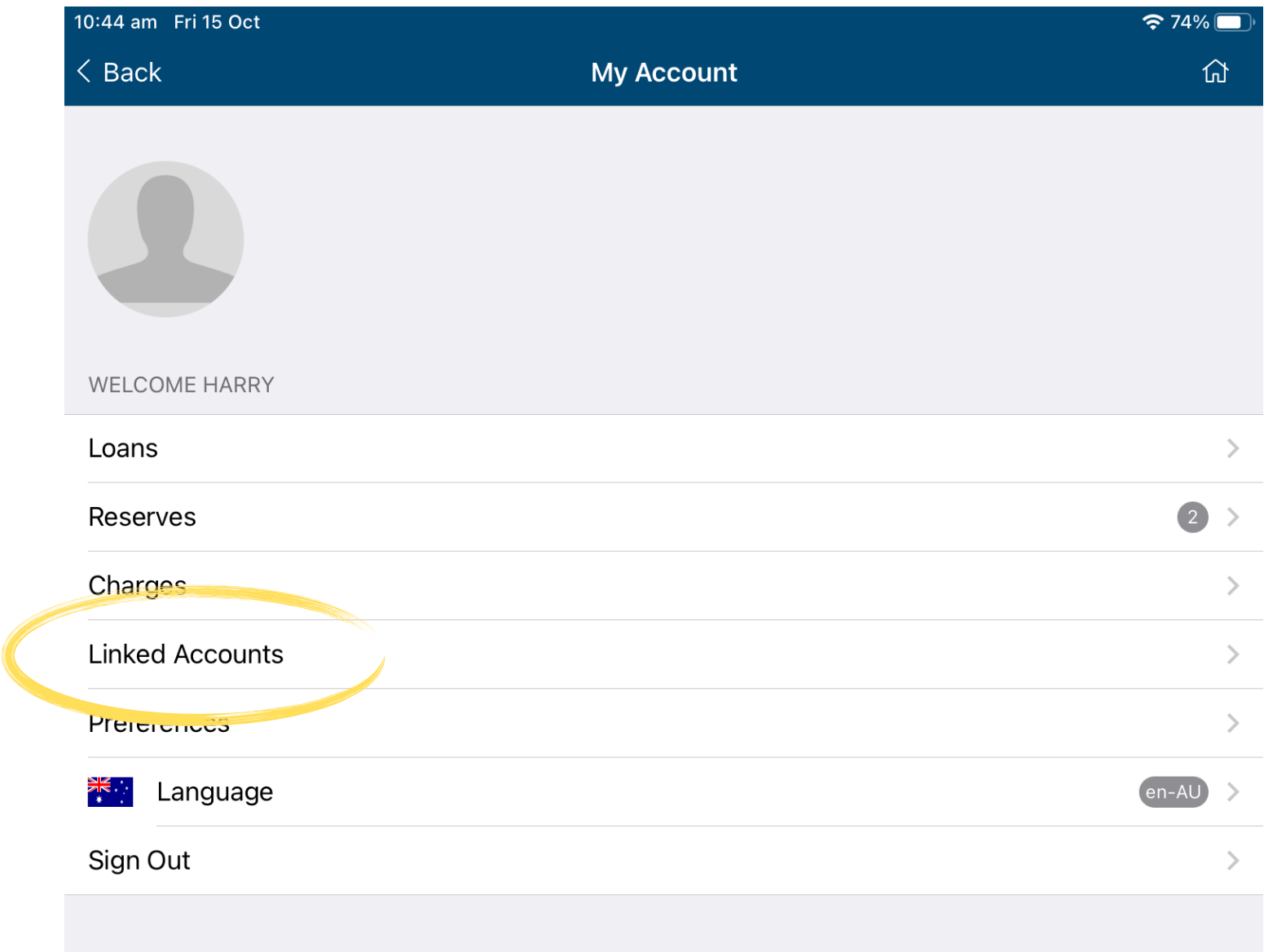
Then select your preferred pickup location from the drop-down menu

If you have multiple accounts linked on the app, select the user from the second drop-down menu



How do I link other family member’s accounts?

Once you’re in “My Account”, you can tap on “Linked Accounts” to be able to add member account details to view loans and reservations for other family members



How do I renew my loans?

Tap on “My Account” and then “Loans”
You can renew all items by selecting “Renew All” or tap on “Select” and tick the box next to the individual item/s you wish to renew

