

# Library app

Use the Port Moody Public Library app to manage your account and search the Library's collection anytime, anywhere with your smartphone or tablet. Download the app on the [App Store](#) or [Google Play](#).

With the app, you can:

- Get a scannable library card number.
- See what you have borrowed and when your items are due.
- Renew items.
- Check if your holds are ready for pickup.
- Place and pause your holds.
- [View your borrowing history](#) (if you have enabled this feature).

[Download from the App Store](#)

[Download from Google Play](#)

## Login to your app

When you open the Library app for the first time, the app will ask you to log in with your library card number or your username and your PIN (last four digits of your phone number).

## Got an error message?

If you have never used our online catalogue and have not created an online account, the app will not be able to log you in and you will get an error message. [Please visit our online catalogue to set up your account first.](#)

## **Display your scannable library card barcode**

With a scannable library card barcode on your phone, you can borrow items by scanning it at our self checkout machines or at the Accounts Desk, even if you forgot to bring your library card.

To display your barcode:

1. Tap the Home icon at the bottom of the screen, if you are not currently on the home screen.
2. Tap the card icon (middle one) on the top right corner of the screen.

## **Manage your account**

Tap the My Borrowing icon at the bottom of the screen to see your loans, holds, fees, and borrowing history.

### **Check due dates**

1. Tap the My Borrowing icon at the bottom of the screen.
2. Tap Checked out to see all items currently checked out to your account. Tap Due soon to see items due in a few days.

### **Renew an item**

1. Tap the My Borrowing icon at the bottom of the screen.
2. Tap Checked out to see all items currently checked out to your account.
3. Tap the Renew button under each item to renew item one by one.
4. To renew multiple items:
  - A. Select the items you want to renew by checking the boxes next to the items.
  - B. Tap Manage items at the bottom of the screen.

### C. Tap Renew items.

To renew all the items shown on the page:

1. Check the box next to Select \_\_\_ items at the top.
2. Tap Manage items at the bottom of the screen.
3. Tap Renew items.

### Cancel a hold

1. Tap the My Borrowing icon at the bottom of the screen.
2. Under the On hold section, tap Not ready.
3. Find the hold you no longer wants and tap the grey Cancel hold button.
4. Tap Cancel hold to confirm.

### Pause a hold

If you are going on vacation and you do not want to miss your hold, or if you have too many things to read right now, you can pause your holds so you don't get them until a later date. When you pause a hold, you will stay on the waiting list and will not lose your spot.

The "Pause a hold" function is only available for items not ready for pick up.

1. Tap the My Borrowing icon at the bottom of the screen.
2. Under the On hold section, tap Not ready.
3. Find the hold you want to pause and tap the teal Pause hold button.
4. Tap Select a date to bring up a calendar. Choose the date you want your hold to reactivate.
5. Tap Set to confirm your choice.
6. Tap the teal Pause hold button to complete the process.

## **Exploring the library collection**

## **Browse featured lists**

On the Home screen of the app, you can browse the following lists:

- New books, audiobooks, and DVDs at the Library.
- On order titles.
- Items available (in library) on your For Later shelf.
- Booklists created by staff.

## **Search for an item**

1. Tap the Search (magnifying glass) icon at the bottom of your screen.
2. Type the title, author, or keyword and tap the Search button on your keyboard.
3. To narrow down your results, tap the Filter button on the top right corner to show only certain items. For example, you can narrow down to just items that are available right now, just items for kids, just DVDs, and so on.

## **Search for an item with your camera**

See something at the bookstore and want to check if the library has it?

1. Tap the Search (magnifying glass) icon at the bottom of the screen.
2. At the top of the screen, tap the Scan icon to the right of the search bar.
3. Use the camera on your phone or tablet to align the barcode on the back of the book in the viewfinder.

## **View item details**

Want to know more about an item? Tap the item you are interested in to see more details.

## **Place an item on hold**

1. Tap the item you are interested in to see more details.
2. Tap the green Place Hold button.

## **Add an item to your "For Later" list**

Found an item you want to remember to borrow later? Add it to your "For Later" shelf. The "For Later" shelf is like a wish list.

In a list of search results:

1. Tap the menu icon (three vertical dots) for the item.
2. Tap For Later in the pop up box at the bottom of your screen.

In the item details screen:

1. Tap the For Later button (underneath the Place hold button).

## **Find our hours, location, and contact information**

1. Tap the Locations icon at the bottom of the screen.
2. Our hours of operation, a list of holiday closures, and contact information are listed on this page.