DIGITAL RESOURCE GUIDE
DIGITAL MEDIA

myLIBRO

Library App

LINCOLNWOOD
PUBLIC LIBRARY

What is myLIBRO?

myLIBRO is an application that allows you to access numerous Lincolnwood Library services using your mobile device or tablet.

Downloading the myLIBRO app

1. On your Apple iOS or Google Android, open the app store.
2. Search for **myLIBRO**, and download it. (Note: You may have to enter your app store password or authenticate via other security to download.)
3. Open the newly installed app, which will guide you through the sign in process.

Signing in
When you open the myLIBRO app for the first time, it takes you right into the process of signing in.

1. Press Get Started.
2. Press into the Library Name box and enter **Lincolnwood Public Library.**
3. Press into the **Card Number** box and enter your entire library card number **21242000XXXXXX** without any spaces (or scan the barcode of your physical library card by tapping 〔▥〕).

Lincolnwood Public Library ◎

Library Card Number ▥

Library Pin

Login

4. Press into the Library Pin box and enter your library pin. This pin is the same as the password you use to log into your library account through the Lincolnwood Library website.
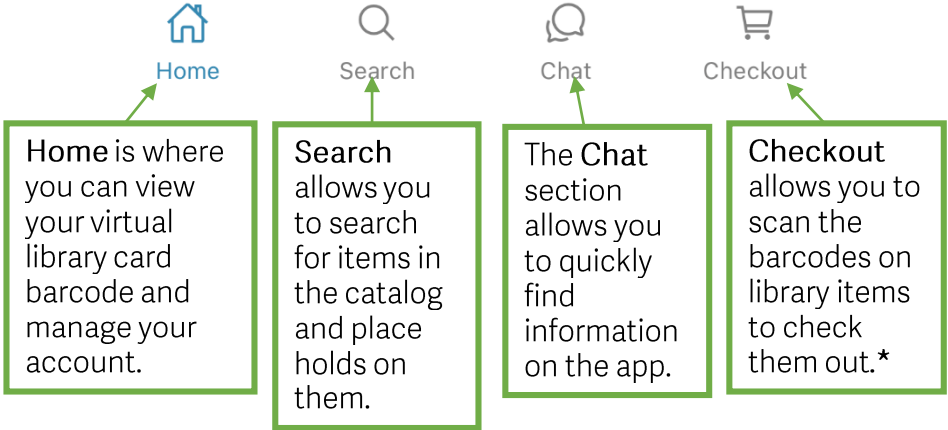5. Press Login.

For more information about using library resources, please visit our website lincolnwoodlibrary.org or stop by the Adult Services Desk in the library.

Using myLIBRO

Once signed in, you can browse the library catalog, place holds on items, view programs and resources, and access your digital library card.
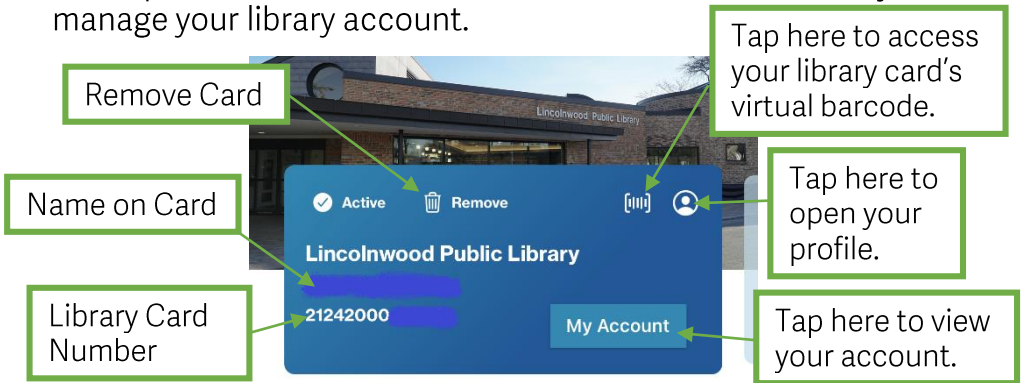
Navigating myLibro
Use the bar at the bottom of your screen to access the different sections of the app.

🏠 Home   🔍 Search   💬 Chat   🛒 Checkout

| Home is where you can view your virtual library card barcode and manage your account. | Search allows you to search for items in the catalog and place holds on them. | The Chat section allows you to quickly find information on the app. | Checkout allows you to scan the barcodes on library items to check them out.* |

*If you use the app to check out your items, be sure to let staff know on your way out.

Navigating the Top of the Home Section
The top of the Home section includes a blue box that lets you manage your library account.

Remove Card

Tap here to access your library card's virtual barcode.

Name on Card

Tap here to open your profile.

Library Card Number

✓ Active   🗑 Remove   [IIII] ⊙

Lincolnwood Public Library

21242000   My Account

Tap here to view your account.

For more detailed instruction, book a one-on-one session with a librarian. Registration requires a Lincolnwood Library Card. For scheduling, contact Adult Services at (224) 233-1841.

Adding Multiple Library Cards

1. Go to the top of the **Home** section to the blue box that has your library card number in it.
2. Drag the box to the left.
3. Tap **+Add Library Card**.
4. Follow the same steps you did when first signing in your library card. *See page 2 for more detailed instructions.*
5. The newly added card will appear at the top of the **Home** section.
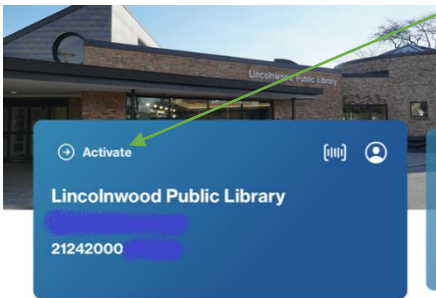
Managing Multiple Library Cards

All the library cards you have added to your myLIBRO app will be at the top of the **Home** section. Drag the cards left or right to see which cards are in the app.

Only one card can be **active** at a time. Being active allows you to view the virtual barcode and any items checked out or on hold for that specific card.
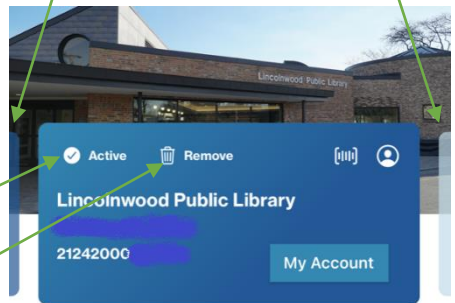
To change which card is active, drag the cards right or left until you find the card you want to activate. Then, tap **Activate**.

To delete a card, tap **Remove**.

This card is not active. Tap **Activate** to make a card active.

Drag the cards left or right to see which cards are on the app.

This card is active.

Tap **Remove** to delete the card from the app.

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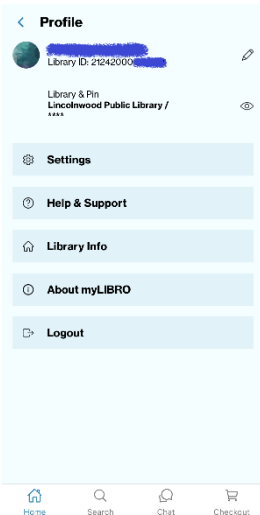
Navigating Your Account

At the top of the **Home** section, you will find a blue box that will include your name, library card number, and the **My Account** section. Tap on **My Account** to manage your account.

Go back to Home section.

View which holds are ready to be picked up at the library.

Account Activity

🔒 My Pickups   0

📖 My Holds   4

🛒 My Checkouts   3

🔖 Wishlist

💲 My Fees & Fines

Here you can see your holds and cancel holds.

View your wishlist (items you would like to check out in the future).

Here you can view which items you have checked out and their due dates, and renew items.

View your fees and fines.

Reading an ebook in the App

If you have checked out ebooks through Libby, you can read them through myLIBRO. Go to **My Account**, tap on **My Checkouts**, find your ebook, and tap Read Now.

Profile

‹ **Profile**

Library ID: 2124200005 ✏️

Library & Pin
Lincolnwood Public Library /
AXXX 👁️

⚙️ **Settings**

⑦ **Help & Support**

⌂ **Library Info**

ⓘ **About myLIBRO**

↪ **Logout**

⌂ Home   🔍 Search   💬 Chat   🛒 Checkout

Navigating Your Profile

On your library card at the top of the **Home** section, you can access your profile by tapping on 🔵 in the upper right hand corner.
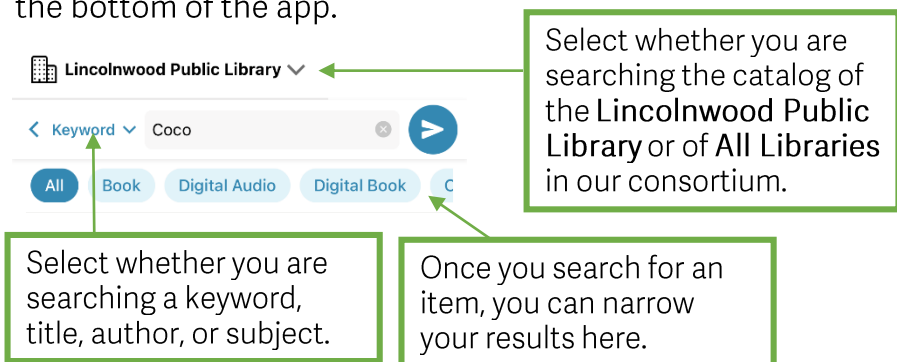
Settings allows you to connect the app to your Amazon Alexa, activate microphone listening, or allow for chat responses to be read out lout to you.

Library Info shows information about the library like hours of operation, address, and contact information.

For more detailed instruction, book a one-on-one session with a librarian. Registration requires a Lincolnwood Library Card. For scheduling, contact Adult Services at (224) 233-1841.

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Searching the Catalog

Using the catalog on the myLIBRO app is similar to using the catalog through the library website. Tap the **Search** section at the bottom of the app.
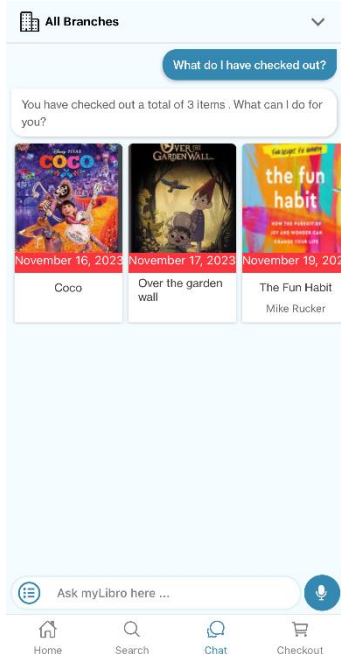
Select whether you are searching the catalog of the **Lincolnwood Public Library** or of **All Libraries** in our consortium.

Select whether you are searching a keyword, title, author, or subject.

Once you search for an item, you can narrow your results here.

When you find the item that you want, tap on it. You will be taken to a page with more information about the title. Tap **Hold** to request an item. To cancel the hold either tap **Cancel Hold** or manage your holds in the **My Account** section of the app.

Using the Chat

myLIBRO lets you chat with an AI virtual assistant to help you quickly find what you are looking for in the app. (Note: You will not be communicating to library staff while using this feature.)
1. Tap on the **Chat** section on the bottom of the app.
2. Tap on one of the options listed on the screen or type out your own request.
3. After a moment, the chat box will respond to your search.

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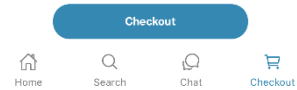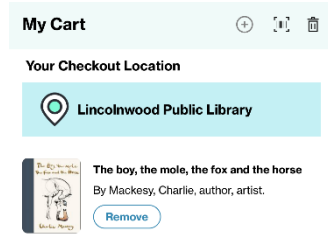
Checking Out Items Using the App (Lincolnwood Cardholders Only)

Through the **Checkout** section on the bottom of the app, you can check out items you find while in the library.
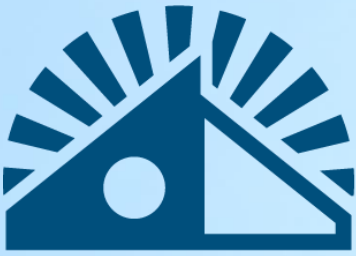The Checkout feature is only available for Lincolnwood Library cardholders.

1. After finding an item that you would like to check out and the item's barcode, tap on the **Checkout** section of the app.
2. You can either scan the barcode using the camera on your device when you tap 📷 or manually type the barcode when you tap ⊕ in the upper right hand corner of the screen.
3. After scanning the barcode, the app will take you to a page of all the items you have scanned. **These items are not yet checked out.**
4. If you would like to add more items, tap 📷 or ⊕ in the upper right hand corner. To clear the whole cart, tap 🗑 . If you would like to remove an individual item, tap **Remove** next to that particular item.
5. Once you are ready to check out, tap the blue **Checkout** button. The app will then take you to your receipt. You can also view what items you have borrowed in **My Account** in the **Home** section.

If you use the app to check out your items, be sure to let staff know on your way out.

For more detailed instruction, book a one-on-one session with a librarian. Registration requires a Lincolnwood Library Card. For scheduling, contact Adult Services at (224) 233-1841.

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