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# Welcome to BookMyne

Welcome to the user guide for SirsiDynix BookMyne for Android. This guide explains how to use BookMyne to access your library on the go using your mobile device. Specifically, it covers how to find your library, manage My Libraries, search your library's catalog, work with search results, look for suggested reading, and view your account information.

This user help is designed to walk you through specific tasks in BookMyne. You can find tasks by using your e-reader's table of contents or search function.

To get started, see the following links:

- Finding your library
- Managing My Libraries
- Managing My Bookshelf
- Searching for items
- Working with search results
- Finding suggested reading
- Viewing your account
- Managing BookMyne Settings

## Finding your library

When you open BookMyne for the first time, you need to find and add your library to the My Libraries list. You can search for your library in three ways:

- Browsing a list of nearby libraries
- Searching by library name
- Searching for libraries near a given address

Once you've added a library to My Libraries, you can manage your list by viewing library information, switching between libraries, and removing libraries from the list.

**NOTE: Only libraries that have activated SirsiDynix's web services are available through BookMyne. If you have any questions, please contact your library administrator.**

For more information, see the following links:

- Browsing nearby libraries
- Searching by library name
- Searching for libraries near a given address
- Managing My Libraries

## Browsing nearby libraries

Browsing nearby libraries is a quick and easy way to find your library when you are at or near your library.

**NOTE: You must have location services enabled on your mobile device to browse nearby libraries. To change units of distance from miles to kilometers or vice versa, see Managing BookMyne Settings.**

**To browse nearby libraries**

1. Tap the select library drop-down list at the top of the screen.
2. Choose **Find your Library** from the drop-down list.
3. Choose the location crosshairs icon (  ) at the top of the screen.
4. Choosing this icon takes you to the Nearby view.
5. Adjust the distance slider at the top of the screen by sliding your finger across it until you see your library.
6. *NOTE: If you don't see your library, try adding more distance by sliding to the right. If you see too many libraries, try decreasing the distance by sliding to the left.*
7. Tap the plus sign icon (  ) next to your library's name to add your library to My Libraries.
8. *NOTE: You can tap on a library's name to see that library's information, including the library's phone number, email address, and physical address.*

## Searching by library name

You can find a specific library quickly by searching for that library's name.

**To search by library name**

1. Tap the select library drop-down list at the top of the screen.
2. Choose **Find your Library** from the drop-down list.
3. Choose the magnifying glass icon (  ) at the top of the screen.
4. The search view opens.
5. Tap the drop-down menu near the left side of the search bar.
6. Choose **Name** from the drop-down menu.
7. Enter your library's name in the search bar.
8. Tap the magnifying glass icon to the right of the search bar (  ).
9. A list of libraries that match your search terms appear.
10. Tap your library's name.
11. Tap the plus sign icon (  ) to add your library to My Libraries.

## Searching for libraries near a given address

You can search for libraries near any address you enter. For example, you can browse a list of libraries in a city you plan on visiting.

**To search for libraries near a given address**

1. Tap the select library drop-down list at the top of the screen.
2. Choose **Find your Library** from the drop-down list.
3. Choose the magnifying glass icon (  ) at the top of the screen.
4. The search view opens.
5. Tap the drop-down menu near the left side of the search bar.
6. Choose **Address** from the drop-down menu.
7. Enter the location you want to browse in the search bar.
8. Tap the magnifying glass icon (  ) to the right of the search bar.
9. A list of libraries near your entered location appear.
10. Tap your library's name.
11. Tap the plus sign icon (  ) to add your library to My Libraries.

# Managing My Libraries

Once you've added at least one library to My Libraries, you will see your current library's name in the select library drop-down list at the top of your screen. You can manage your current library and the other libraries in My Libraries by viewing library information, switching between libraries, and removing unwanted libraries from your list.

To learn more, see the following links:

- Viewing library information
- Calling, emailing, and getting directions to your library
- Switching between libraries
- Removing libraries from My Libraries

## Viewing library information

You can find the Library Information screen from the BookMyne home screen. This information includes hours of operation, web address, physical address, email address, and phone number. The Library Information screen also allows you to call, email, or get directions to your library from within BookMyne.

**NOTE: Depending on your library's software configuration, you may not see all of the above information.**

**To see your current library's information**

1. Switch to the library whose information you want to see (for more information, see [Selecting a library](#)).
2. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
3. Tap the information icon (  ).
4. Your library's information opens.
5. *NOTE: You can call, email, or get directions to your library by tapping on the library's phone number, email address, or physical address.*

## Selecting a library

You can only search in and see account information for your current library. Selecting libraries in My Libraries is fast and easy.

**To switch between libraries from My Libraries**

1. Tap the select library drop-down list at the top of the screen.
2. Choose the library you want to switch to from the drop-down list.
3. The new library's name appears at the top of the screen.

## Removing Libraries from My Libraries

Removing libraries from My Libraries ensures that you won't see their notifications.

**To remove a library from My Libraries**

1. Tap the select library drop-down list at the top of the screen.
2. Choose **Find your Library** from the drop-down list.
3. Choose the star icon (  ) at the top of the screen.
4. The My Libraries list appears.
5. Tap the edit icon (  ) to edit your list.
6. Tap the **Remove** button next to the unwanted library's name.
7. *NOTE: Removing a library from your list removes all that library's information, including login and account information, from BookMyne.*

# Searching your library's catalog

Once you've added at least one library to My Libraries, you can search library catalogs on your mobile device. BookMyne lets you search for items by the following criteria:

- Barcode
- General keyword
- Title
- Author
- Subject

During barcode searching, BookMyne uses your mobile device's built-in camera to scan an item's barcode and look for matches at your library. During keyword, title, author, and subject searches, BookMyne uses search terms you enter to search your library.

Once you've performed a search, BookMyne can place holds, save item information, and perform other useful functions. See Working with search results to learn more.

For more information, see the following links:

- Searching by title, author, subject, or general keyword
- Searching by barcode
- Working with search results

## Searching by barcode

BookMyne can use your mobile device's built-in camera to scan an item's barcode and check for matches in your library. You can use this feature to quickly see whether items you come in contact with are available at your library.

**NOTE: Scanning barcodes requires Barcode Scanner, a free third party application. You will be prompted to download this application the first time you attempt to search by barcode. For more information about Barcode Scanner, visit its page at http://code.google.com/p/zxing/.**

**To search your library catalog by barcode**

1. Switch to the library whose catalog you want to search (for more information, see Selecting a library).
2. The search bar appears under the select library drop-down list.
3. Tap the search type drop-down list in the library search bar.
4. Choose **Barcode** from the list.
5. Tap the barcode icon (  ).
6. Your device will open its camera and display a viewfinder screen.
7. Use the viewfinder to make sure the entire item barcode is visible to your device's camera.
8. Your device automatically scans the barcode and searches for matches in your library's catalog. If a match is found, BookMyne displays the match. If no match is found, BookMyne displays the error message "No results found."

## Searching by title, author, subject, or general keyword

You can search your library's catalog using terms you enter. Title, author, and subject searches look through the library catalog for items that match your search terms in the title, author, or subject fields. General keyword searches look for items that match your terms in any of the above fields.

**To search your library's catalog with search terms**

1. Tap the select library drop-down list at the top of the screen.
2. Switch to the library whose catalog you want to search (for more information, see [Selecting a library](#)).
3. The search bar appears under the select library drop-down list.
4. Tap the search type drop-down list in the library search bar.
5. Choose **General**, **Title**, **Author**, or **Subject** from the list.
6. Tap the search bar to enter your text.
7. The keyboard appears.
8. Enter your search terms.
9. Tap the magnifying glass icon (  ) to search your library's catalog.
10. A list of results appears. If there are no results, the error message "No results found" appears.

# Working with search results

Once you've found an item in your library's catalog, you can perform the following tasks:

- View the item's details
- Place a hold on the item
- Email the item's information
- Add the item to your list
- Find similar items
- Download the item if it's a book and available as an electronic resource

**NOTE: Depending on your library's software configuration, the Find similar items feature may not be available. Contact your library with any questions about its software configuration.**

For more information, see the following links:

- [Viewing item details](#)
- [Placing holds](#)
- [Emailing item information](#)
- [Adding items to your lists](#)
- [Finding similar items](#)
- [Downloading books](#)

## Viewing item details

Once you find an item in your library's catalog, you can view that item's item details screen. The item details screen includes the item's call number, ISBN, number of copies available, and more. The item details screen also acts as a launching point for various ways of working with results.

**To view the item detail screen**

1. Search for an item in your library's catalog (see [Searching your library's catalog](#) for more information).
2. Tap the item's name in the results list that appears.
3. The item's details screen appears.
4. *NOTE: You can tap on the arrows in each section to view more information. For example, tap on the arrow next to the title and author section to see more of the item's publication information.*

## Placing Holds

You can place holds on an item from the item details screen. Depending on your library's policies, you may be able to choose where to pick up an item or even have the item mailed to you.

**NOTE: Your library may charge fees for placing holds. If you have any questions about your library's hold policy, please contact your library.**

**To place a hold**

1. Navigate to an item's details screen (for more information, see [Viewing item details](#)).
2. Tap the menu key.
3. Choose **Place Hold** from the options that appear.
4. *NOTE: If you are not logged in, BookMyne will ask you for your library login credentials.*
5. Choose the pickup location or delivery service you want for your item.
6. *NOTE: The pickup and delivery options available depend on your library policies. Some options may incur fees. Please contact your library with any questions about their policies.*
7. Tap the **Place Hold** button to place the hold.
8. You can check whether your hold was successful by checking your holds in the My Account screen (to learn more, see [Viewing and Canceling Holds](#)).

## Emailing item information

You can email an item's information to any email address from the item details screen.

**To email an item's details**

1. Navigate to an item's details screen (for more information, see [Viewing item details](#)).
2. Tap the menu key.
3. Choose **Email** from the options that appear.
4. Enter the email address or addresses to which you want to send the item information.
5. *NOTE: You can also modify the message text from this screen.*
6. Tap the send message icon to send the item information.
7. "Sending message..." appears in a pop-up over the item details screen.

## Adding items to your lists

You can add an item to your lists from the item details screen. To learn more about lists, see Managing My Bookshelf.

**To add items to your lists**

1. Navigate to an item's details screen (for more information, see Viewing item details).
2. Tap the menu key.
3. Choose **Save to My List** from the options that appear.
4. Choose the list in which you want to save your item.
5. *NOTE: You can also create a new list by tapping the **New** button, or delete a list by tapping the **Edit** button and then the **Delete** button.*

## Finding similar items

Some libraries allow you to search for items marked as similar to your current item from the item details page. BookMyne will look for items that are tagged as similar to your item, and present you with a new results list.

**NOTE: Not all libraries support the find similar items feature. Please contact your library with any questions about their policies.**

**To find similar items**

1. Navigate to an item's details screen (for more information, see Viewing item details).
2. Tap the menu key.
3. Choose **Find Similar** from the options that appear.
4. A list of similar items opens.

## Downloading books

Some library books are available as downloadable electronic resources. These books are marked by the **Choose download format** button on the item details page. BookMyne can download a copy of these books to your mobile device for reading on the go.

**NOTE: You must have an eReader app installed on your device to read downloaded ebooks. Check the Android Marketplace to find an eReader that meets your needs.**

**To download books**

1. Navigate to a book's details screen (for more information, see Viewing item details).
2. Tap the **Choose download format** button.
3. A list of book format options will appear.
4. Choose the format you want from the list.
5. *NOTE: Your eReader may not handle all available formats. Check its documentation to learn more.*

Working with search results

6. Tap the **Open in Bookshelf** button to open your bookshelf and view the downloaded book.
7. *NOTE: You may need to switch from your lists to your Downloaded Books bookshelf (see Switching between your bookshelves for more details).*
8. Tap the downloaded book to open it in your eReader app.

# Managing My Bookshelf

You can use My Bookshelf to manage your lists and the electronic resources you've downloaded through BookMyne. You can create multiple lists for different purposes, such as a list of books you want to read, books you recommend, or videos you enjoyed. Each list you create is displayed as a bookshelf; in addition, BookMyne automatically creates a bookshelf containing all your downloaded books. From My Bookshelf, you can do the following:

- Open or delete downloaded electronic books
- Rename and delete your lists
- Remove items from your lists
- Copy or move items from one of your lists to another list
- Place holds on items in your lists

You can also find the BookMyne user help guide in your downloaded.

To learn more, see the following links:

- Switching between your bookshelves
- Opening downloaded books
- Deleting downloaded books
- Renaming your lists
- Deleting your lists
- Removing items from your lists
- Copying items from one list to another list
- Moving items from one list to another list
- Placing holds on items in your list

## Switching between your bookshelves

You can switch between your Downloaded Books bookshelf and any lists you have created.

**To switch between your bookshelves**

1. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves opens.
5. Choose the bookshelf you want to view.

## Opening downloaded books

You can open books you've downloaded through BookMyne from My Bookshelf. For more information on how to download books, see Downloading books.

**NOTE: You must have a third-party eReader app installed on your device to read downloaded ebooks. Check the Android Marketplace to find an eReader that meets your needs.**

**To open downloaded books**

1. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves appears.
5. Tap the **Downloaded Books** bookshelf.
6. Your Downloaded Books bookshelf appears.
7. Tap the book you want to open.
8. A list of applications capable of opening the book appears.
9. Choose the application you want to open the book.
10. The book opens in the application you choose. You need to exit the application and return to BookMyne if you want to continue working with your library's catalog or your account information.

## Deleting downloaded books

You can delete books you've downloaded through BookMyne through My Bookshelf.

**To delete downloaded books**

1. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves appears.
5. Choose the **Downloaded Books** bookshelf.
6. Your Downloaded Books bookshelf appears.
7. Tap the **Edit** button.
8. A list of your downloaded books opens.
9. Check the circles next to the books you want to delete.
10. Tap the menu key.
11. Choose **Delete** from the options that appear.
12. The books are removed from your bookshelf.

Managing  My Bookshelf

## Renaming your lists

You can rename your lists through My Bookshelf. For more information on lists, see [Managing My Bookshelf](#).

**To rename your lists**

1. Navigate to the BookMyne home screen by tapping the home icon ( ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves appears.
5. Tap the **Edit** button.
6. Tap the name of the list you want to rename.
7. The keyboard appears.
8. Enter your list's new name.
9. Tap **OK**.
10. Your list's new name appears.
11. *NOTE: You may need to refresh before your list's new name appears. Tap the menu key and then **Refresh** to refresh your screen.*

## Deleting your lists

You can delete your lists from within My Bookshelf. For more information on lists, see [Managing My Bookshelf](#).

**NOTE: This action cannot be undone.**

**To delete a list**

1. Navigate to the BookMyne home screen by tapping the home icon ( ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves appears.
5. Tap the **Edit** button.
6. Tap the **Delete** button next to the list you want to delete.
7. The list disappears.

## Removing items from your lists

You can remove items you've saved to your lists. For more information on lists, see [Managing My Bookshelf](#).

**To remove items from your lists**

Managing  My Bookshelf

1. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves appears.
5. Choose the list from which you want to remove items.
6. Your list opens.
7. Tap the **Edit** button.
8. A list of your items in your list opens.
9. Check the circles next to the items you want to remove.
10. Tap the menu key.
11. Choose **Delete** from the options that appear.
12. The item is removed from your list.

## Copying items from one list to another list

You can copy items you've saved in one of your lists to another list. Copying an item leaves a copy of the item in the original list. For more information on lists, see [Managing My Book-shelf](#).

**To copy items from one list to another**

1. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves appears.
5. Choose the list from which you want to copy items.
6. Your list opens.
7. Tap the **Edit** button.
8. A list of your items in your list opens.
9. Check the circles next to the items you want to copy.
10. Tap the menu key.
11. Choose **Copy** from the options that appear.
12. A list of your lists opens.
13. Check the circles next to the lists to which you want to copy the items.
14. The item appears in the new lists.

## Moving items from one list to another list

You can copy items you've saved in one of your lists to another list. Moving an item does not leave a copy of the item in the original list. For more information on lists, see [Managing My Bookshelf](#).

**To move items from one list to another**

1. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves appears.
5. Choose the list from which you want to move items.
6. Your list opens.
7. Tap the **Edit** button.
8. A list of your items in your list opens.
9. Check the circles next to the items you want to move.
10. Tap the menu key.
11. Choose **Move** from the options that appear.
12. A list of your lists opens.
13. Check the circles next to the lists to which you want to move the items.
14. The item appears in the new lists and disappears from the original list.

## Placing holds on items in your lists

You can place holds on items you've saved in your lists. For more information on lists, see [Managing My Bookshelf](#).

**To move items from one list to another**

1. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
2. Tap the **My Bookshelf** button.
3. Tap the bookshelf name at the top of the screen.
4. A list of your bookshelves opens.
5. Choose the list from which you want to hold items.
6. Your list opens.
7. Tap the **Edit** button.
8. A list of your items in your list opens.
9. Check the circles next to the items you want to hold.
10. Tap the menu key.
11. Choose **Place Hold** from the options that appear.
12. Choose the pickup location or delivery service you want for your items.
13. *NOTE: The pickup and delivery options available depend on your library policies. Some options may incur fees. Please contact your library with any questions about their policies.*
14. Tap the **Place Hold** button to place the holds.
15. A green circle will appear next to the held items.

Managing  My Bookshelf

# Looking for suggested reading

You can use BookMyne to look for book recommendations. You can look through three types of recommended titles: award-winners, popular, and social. The award-winners section includes books that have won specific awards, such as the Pulitzer prize, Hugo Award, or Newbery Medal. The popular section includes books from the New York Times Best Sellers list. The social section includes books from your Goodreads friends' "read" shelves.

**NOTE: To view the social section of recommended reading, you must have a Goodreads account. To sign up for a free account, visit www.goodreads.com.**

**To look for suggested reading**

1. Navigate to the BookMyne home screen by tapping the home icon ( ) in the upper-right corner.
2. Tap the **Suggested Reading** button.
3. Choose the **Awards**, **Popular**, or **Social** section to view titles from those sections.
4. *NOTE: If you choose the Social section, you will be prompted to log into Goodreads.*
5. A list of awards, genres, or your Goodreads friends appears.
6. Tap on the awards, genres, or your friends' names to look for interesting titles.
7. *NOTE: Your library may not have all of the suggested reading titles.*

# Viewing your account information

You can view your library account information through BookMyne. From the My Account screen, you can do any of the following actions:

- Log in and out of different library accounts
- See notification badges
- View and cancel current holds
- View and renew checked out items
- View fines and fees
- Change your password

**NOTE: Depending on your library's configuration, some of these options may not be available.**

For more information, see the following links:

- Logging in to your account
- Logging out of your account
- Adding additional accounts
- Deleting accounts
- Using notification badges
- Viewing and canceling holds
- Viewing and renewing items

- [Viewing fines and fees](#)
- [Changing your password](#)

## Logging in to your account

You need to log in to your library account to view your account information. Your login credentials are provided by your library; contact your library if you have any questions about your login credentials.

**To log in to your account**

1. Switch to the library you want to log in to (for more information, see [Selecting a library](#)).
2. Tap the **My Account** button.
3. Enter your login credentials in the **User ID** and **Password** fields.
4. *NOTE: Depending on your library's policies, the **User ID** and **Password** fields may have other names. Contact your library with any questions about your login credentials.*
5. If you don't want BookMyne to remember your login information, uncheck the check boxes in the **User ID** and **Password** fields.
6. Tap the **Log In** button.
7. The My Account screen appears.

## Logging out of your account

You may need to log out of your account if you manage more than one library account. For example, if you have one account for yourself and another account for your child, you need to log out of your account and in to your child's account to manage his or her holds.

**To log out of your account**

1. Switch to the library you want to log out of (for more information, see [Selecting a library](#)).
2. Tap the **My Account** button.
3. The My Account screen appears.
4. Tap the menu key.
5. Choose **Log out** from the options that appear.
6. The home screen appears.

## Adding additional accounts

You can use BookMyne to manage multiple accounts for each of your libraries. To add additional accounts, you must have already logged in to your library in BookMyne. Contact your library with any questions about your additional accounts' login credentials.

Viewing your account information

**NOTE: BookMyne allows you to add login information for existing accounts. It does not, however, allow you to create new accounts. Please contact your library with any questions about creating new accounts or your account information.**

**To add an additional account**

1. Switch to the library to which you want to add a new account (for more information, see [Selecting a library](#)).
2. If you are logged in, log out of your account (for more information, see [Logging out of your account](#)).
3. Tap the **My Account** button.
4. Tap the menu key.
5. Choose **New User**.
6. Enter your additional account's log in credentials.
7. Tap **Log In**.
8. The additional account's My Account screen opens.

## Deleting accounts

You can remove your library account information from BookMyne.

**NOTE: Removing your account information from BookMyne does not delete your library account. Your account information will still be saved in your library's database.**

**To delete an account**

1. Switch to the library for which you want to delete an account (for more information, see [Selecting a library](#)).
2. If you are logged in, log out of your account (for more information, see [Logging out of your account](#)).
3. Tap the **My Account** button.
4. You will see a list of the accounts saved on your device.
5. Tap the delete icon (  ) next to the account you want to delete.
6. Tap **Confirm** to confirm your choice.

## Using notification badges

BookMyne uses badges to notify you of items that are close to becoming overdue or held items that are ready for pickup.

Notification badges are small numbers with a red background that display on the **My Account** button in the home screen. The number in the badge tells you how many notifications you have. Tap the My Account button to see view your account and see what caused the notifications.

**NOTE: You can change how soon BookMyne will notify you of items that are close to becoming overdue. For more information, see Managing BookMyne settings.**

## Viewing and canceling holds

You can view and cancel holds from the My Account screen.

**NOTE: Some libraries don't allow you to cancel holds using BookMyne. Please contact your library with any questions about their holds policy.**

**To view and cancel holds**

1. Switch to the library in which you want to view and cancel holds (for more information, see Selecting a library).
2. Tap the **My Account** button.
3. Choose the **Holds** section.
4. Your holds appear.
5. Tap the circle next to the hold you want to cancel.
6. Tap the menu key.
7. Choose the **Cancel Checked Holds** button.
8. *NOTE: If you want to cancel all holds, you can choose the **Cancel All Holds** button.*
9. The canceled hold disappears.

## Viewing and renewing items

You can view and renew checked out items from the My Account screen.

**NOTE: Some libraries don't allow you to renew items using BookMyne. Please contact your library with any questions about their renewal policy.**

**To view and renew checked-out items**

1. Switch to the library in which you want to view and renew items (for more information, see Selecting a library).
2. Tap the **My Account** button.
3. Choose the **Checked Out Items** section.
4. A list of checked out items appears.
5. Tap the circle next to each item you want to renew.
6. Tap the menu key.
7. Choose the **Renew Checked** button.
8. *NOTE: If you want to renew all your checked out items, you can choose the **Renew All** button.*
9. The item is renewed.

## Viewing fines and fees

You can view your fines and fees from the My Account screen. The Fines and Fees screen displays your current fines and fees, the reasons for your fines and fees, and the total amount you owe.

Viewing your account information

**To view your fines and fees**

1. Switch to the library in which you want to view fines and fees (for more information, see [Selecting a library](#)).
2. Tap the **My Account** button.
3. Choose the **Fines and Fees** section.
4. A list of your fines and fees appears.

## Changing your password

You can change the password you use to log in to BookMyne and your library's online catalog from the My Account screen.

**NOTE: Some libraries don't allow you to change your password using BookMyne. Please contact your library with any questions about your account information.**

**To change your password**

1. Switch to the library whose password you want to change (for more information, see [Selecting a library](#)).
2. Tap the **My Account** button.
3. Choose the **Change Password** section.
4. *NOTE: Depending on your library's policies, the **Change Password** section may have another name. Contact your library with any questions about your login credentials.*
5. Enter your current password in the **Current Password** field.
6. Enter your new password in the **New Password** and **Confirm New Password** fields.
7. Tap the **Confirm** button.
8. A Success pop-up box appears.

# Managing BookMyne settings

From BookMyne's Settings screen, you can change these options:

- Units of length from miles to kilometers and vice versa
- How soon you receive notifications about items approaching their due dates
- How often BookMyne contacts your library's computers for updates

**To find the settings page**

1. Navigate to the BookMyne home screen by tapping the home icon (  ) in the upper-right corner.
2. Tap the menu key.
3. Tap **Settings**.
4. The settings screen appears.

# Using BookMyne Help

The online guide for BookMyne provides instructions and reference information to help you make the most of the software.

Once the help is open, you can find help topics by using the Contents, Index, and Search features. You can move back and forth between help topics by using the browse buttons or by following links. Once you've found the help you need, you can print or bookmark topics for later reference.

For more information, see these topics:

See "Online help features"

See "Finding specific information "

See "Moving between help topics"

See "Printing a topic"

See "Displaying the navigation pane"

## Online help features

The guide is designed to help you find what you need quickly. Topics are brief and include references to related topics if you want to learn more.

Each topic displays in a content pane with a toolbar at the top for additional help features. A navigation pane lets you browse the contents of the guide, find topics using the index, or search for specific information.

Online help features
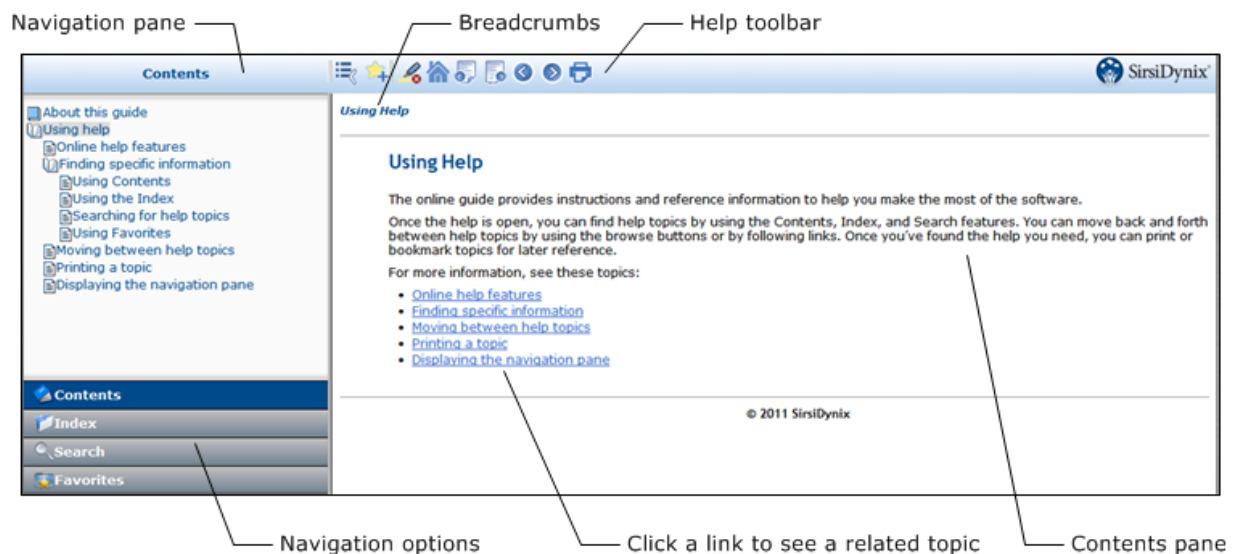
Help toolbar

The help toolbar includes these buttons.

Button Description

**Hide/Show Navigation** Lets you toggle between hiding and showing the Navigation pane.

**Add topic to favorites** Lets you add the current open topic to a list of your favorites that you can access in the navigation options.

**Remove search highlighting** When you use the search option, the terms you search are highlighted in each of the topics that are returned. This button lets you remove the highlighting from those terms.

**Home** Displays the welcome page of the online guide.

**Previous Topic** Displays the previous topic in contents order.

**Next Topic** Displays the next topic in contents order.

**Back** Lets you navigate back to topics that were previously displayed (like a back button on a web browser).

**Forward** Lets you navigate forward through topics were previously displayed (like a forward button on a web browser).

**Print** Prints the current topic, without the toolbar or navigation pane.

Navigation Pane

The navigation pane lets you quickly locate help topics using Content, Index, Search, or Favorites. (For details, see See "Finding specific information ".)

Depending on how you access the guide, the navigation pane may be hidden. If it's hidden, you can simply click the **Show navigation** button to display the navigation pane.

Breadcrumbs

Breadcrumbs show the current topic's location or depth in the guide's table of contents. Higher level topics appear as links that you can click to quickly navigate backwards.


See "Finding specific information "
See "Moving between help topics"
See "Printing a topic"
See "Displaying the navigation pane"

Online help features

# Finding specific information

Use Contents, Index, or Search to find specific information. You can also open specific topics using context options in the software.

For details, see these topics:

See "Using Contents"

See "Using the Index"

See "Searching for help topics"

See "Using Favorites"

## Using Contents

This online guide includes a contents list to help you quickly navigate to specific topics in the guide.

**To display a topic using the table of contents**

1    Click **Contents** in the navigation options. (If you don't see the navigation options, click the **Show navigation** button to display the navigation pane.)
     In the navigation pane, click the icons beside an item to expand or collapse that item.
     Click an item to view that topic.


See "Using the Index"
See "Searching for help topics"
See "Using Favorites"
See "Online help features"

## Using the Index

The index in this online guide is very like an index in a book.

**To find information using the index**

1    Click **Index** in the navigation options. (If you don't see the navigation options, click the **Show navigation** button to display the navigation pane.)

The software displays the index in alphabetical order.

Either navigate to the index entry by scrolling, or enter text in the index search box. The index entries will narrow to match the text you enter in the search box.
Click an index term to view the topic or topics for that term.

If more than one topic fits that term, the software displays a list of matching topics in a popup. Click an item in the list to view the topic.
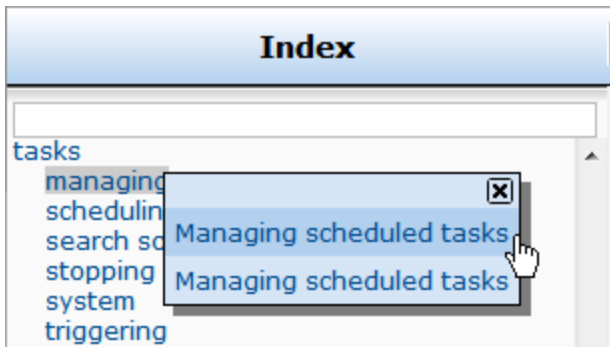


See "Using Contents"
See "Searching for help topics"
See "Using Favorites"
See "Online help features"

## Searching for help topics

If you can't find what you need using the Contents or Index, you can search for words using the **Search** feature.

The Search feature of this online guide returns results ranked by relevance. The ranking considers frequency (the number of times the words appear in a topic), proximity (how close the words are, when you use more than one word), and importance (if the words appear in topic headings, for example).

When you enter more than one word, all the words you enter must appear in a topic to be considered a match. If you don't get any results, try removing some words.

Common words (such as "and", "for", "that", and so on) are ignored when you search.

**To search for help topics**

1   Click **Search** in the navigation options. (If you don't see the navigation options, click the **Show navigation** button to display the navigation pane.)
    Enter one or more words to search for.
    Choose **Search**.

The software returns a relevance-ranked list of topics matching the words you entered.

Click an item in the list to view that topic.
Optionally, you can save your search to your Favorites by clicking the **Add search string to favorites** button ( ). (For more information, see See "Using Favorites".)

Using Contents
See "Using the Index"
See "Using Favorites"
See "Online help features"

## Using Favorites

The Favorites feature acts very much like bookmarks in a web browser. It is a place to store your favorite topics and searches. You can add or delete topics and searches to your favorites at any time.

**To add a topic to your favorites**

1   Select a topic to display in the contents pane.

Click the **Add topic to favorites** button (⭐+).

The topic will now appear under Topics in your favorites.

**To add searches to your favorites**

1   Enter a search (for details, see See "Searching for help topics".)

Click the **Add search string to favorites** button (🔍⭐).

The search will now appear under Searches in your favorites.

**To view or delete your favorites**

1   Click **Favorites** in the navigation options. (If you don't see the navigation options, click the **Show navigation** button to display the navigation pane.)

Your favorite searches and topics appear in the navigation pane.
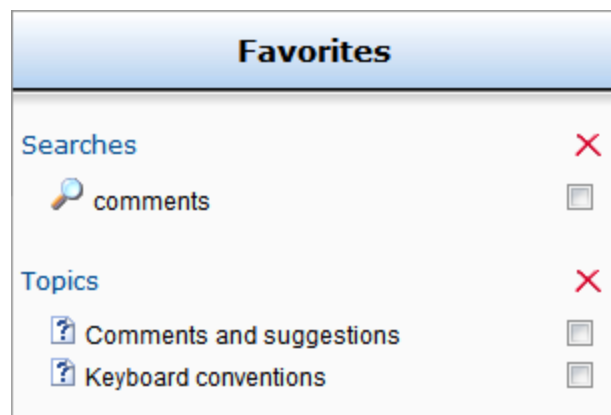


To delete a search or a topic from your favorites, select the checkbox next to the search or topic and click the **Delete** button (✕).

Using Contents
See "Using the Index"
See "Searching for help topics"
See "Online help features"

## Moving between help topics

You can move from one topic to another by using the browse buttons in the toolbar or by clicking on links you see.

As you browse topics and follow links, use the breadcrumbs feature to navigate up and down topic depths.

You can use the Contents, Index, Search, and Favorites features to help you find and navigate between topics. If you don't see these features, click the **Show Navigation** button ( ) to display the navigation pane.

**To move to the next or previous topic in sequence**

1   To display the next topic in the guide, click the **Next Topic** button ( ) in the toolbar.

To display the previous topic in the guide, click the **Previous Topic** button ( ) in the toolbar.

**To display linked topics**

1   Click a linked topic.

Click the **Back** button ( ) to return to the topic you were viewing before you followed a link.

Click the **Forward** button ( ) to return to topics that you had navigated backwards from.

See "Online help features"
See "Finding specific information "
See "Printing a topic"
See "Displaying the navigation pane"

## Printing a topic

The Print option lets you print the current topic, without printing the toolbar and navigation pane.

**To print a single topic**

1   Open the topic you want to print.

Click the Print button ( ) in the toolbar.

See "Online help features"
See "Finding specific information "

# Displaying the navigation pane

Depending on how you open the online guide, the navigation pane may be hidden. When the navigation pane is hidden, you will see the **Show Navigation** button ( ) in the help toolbar.

**To display the navigation pane.**

Tap the **Show Navigation** button ( ).

See "Online help features"
See "Finding specific information "
See "Moving between help topics"