



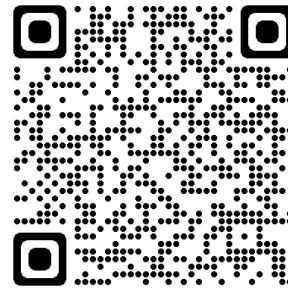
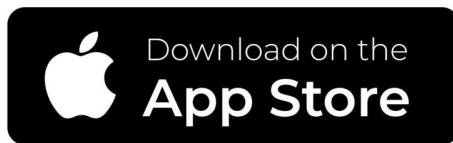
# FCL Mobile App Instructions

## Download the Mobile App

The mobile app is available to download in the Apple and Google Play app stores. Scan the QR Code, search "Farmington Community Library" in your app store, or visit [farmlib.org/app](http://farmlib.org/app) to download the app.



FCL Reads

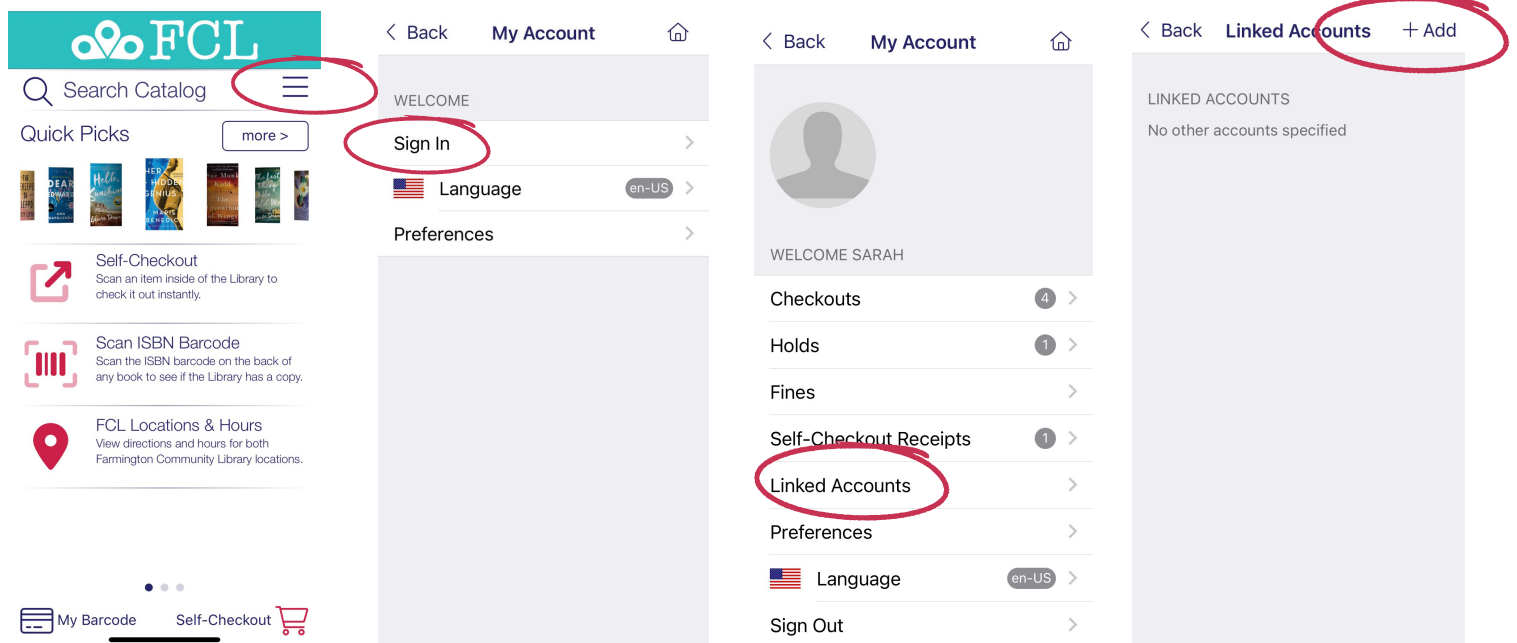


## Signing In

Once you've downloaded the mobile app from the app store, you can sign into your FCL Account. Click the hamburger menu (the three stacked lines in the upper right corner) and select "Sign in." You will be prompted to login by scanning your Library Card's barcode or entering in the card number and your pin number.

You can add other household accounts to your app under Linked Accounts. For example, if you have children with a Library card or permission to pick up library items for other patrons, add those accounts and they will display under Linked Accounts.

To link your accounts, click "+Add" in the top right corner of the screen and enter in the account details of the other household account.



## Managing Your Account

After you sign in you will see all of the account options shown.

### Checkouts

View all items you currently have checked out. You may renew items through the app if a renewal is available.

### Holds

View all items you currently have on hold. You may also change the pickup location, suspend, or cancel the hold. Items can be placed on hold through the app by searching the catalog for the specific item.

### Fines

If you have fines on your account, they can be viewed here. You cannot pay fines through the mobile app. Please visit either Library location or [www.farmlib.org](http://www.farmlib.org) and login to your account on the web browser to make a payment.

### Self-Checkout Receipts

View receipts for any items you checked out using the mobile app self-checkout function.

### Linked Accounts

If you have linked any accounts (such as children or other patrons that you have permission to pick up for), those accounts will display here.

### Preferences

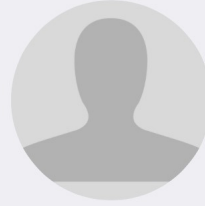
Choose how to view the homepage of the mobile app.

### Language

Translate instructional text in the app to the language of your choice.

< Back

My Account



WELCOME SARAH

Checkouts 4 >

Holds 1 >

Fines >

Self-Checkout Receipts 1 >

Linked Accounts >

Preferences >

 Language en-US >

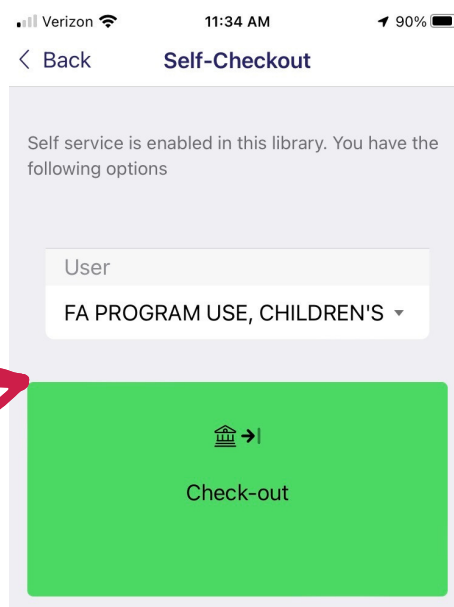
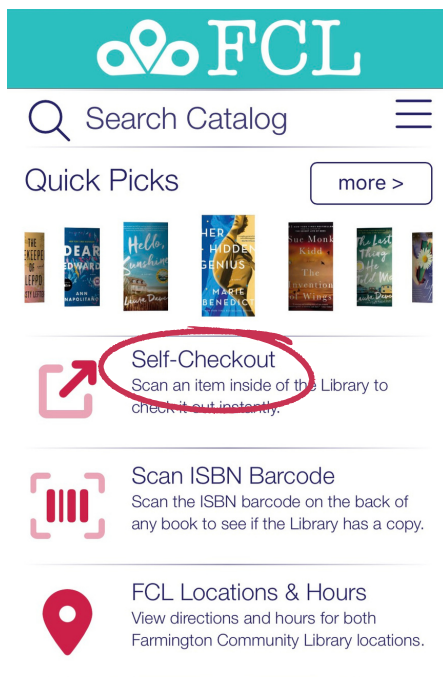
Sign Out >

## Self-Checkout

Once you have logged in, you will see that self checkout is enabled. This allows you to check out items from either FCL location through the mobile app. This feature is only available to you after you have signed into your account. Location services must be enabled for the FCL Reads app in order for the self-checkout function to work. You must be physically at one of the library locations to use self-checkout.

**Click "Self-Checkout."** You will be asked to select which account you'd like to borrow the book with (only applicable if you have linked accounts).

**Click "Check-out."** Your phone will prompt you to either scan the item's RFID tag by holding your phone close to the white square tag OR by prompting you to scan the barcode using your camera app, depending on your device's capabilities. The RFID tag is the white square tag that is found on the inside back cover of most books.



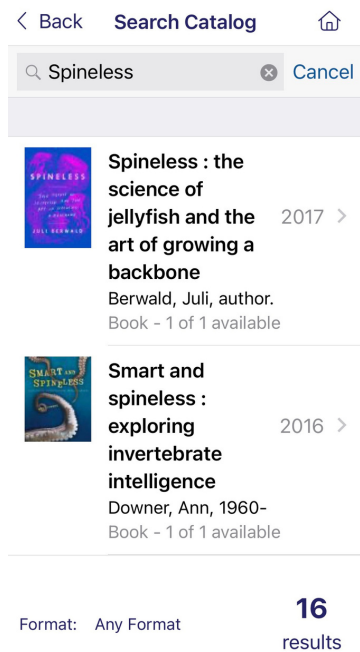
## Scan ISBN Barcode

If you run across a good book and want to see if the Library has a copy, click "Scan ISBN Barcode" and your phone will prompt you to scan the barcode using your phone's camera. Please note that different formats of books (i.e. hardcover, softcover, audiobook) have different ISBN numbers. We may not have the item in the exact format that you scanned. If that is the case, try searching the catalog for the title to view all available formats.

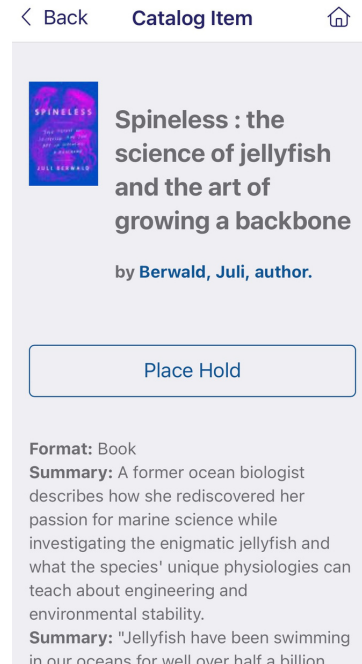
## Searching the Catalog and Placing Holds

Follow these steps to place items in our catalog on hold through the mobile app. You will receive a notification when an item is ready to be picked up.

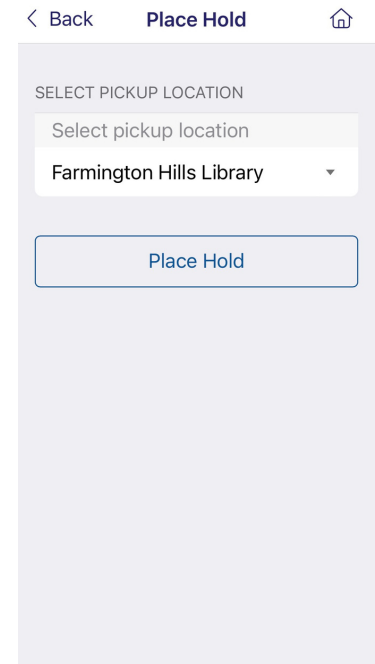
### Search for the item in the "Search Catalog" bar.



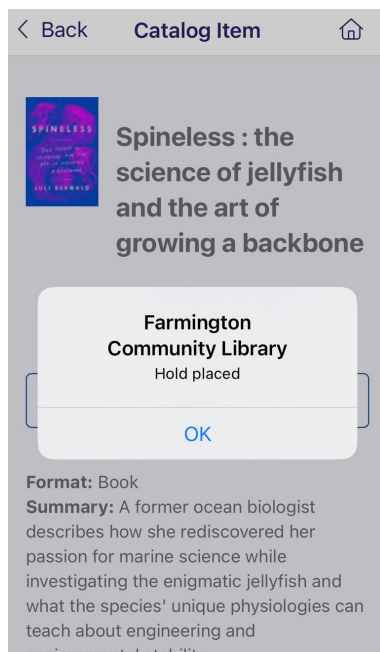
### Select the item and format you'd like and click "Press Hold."



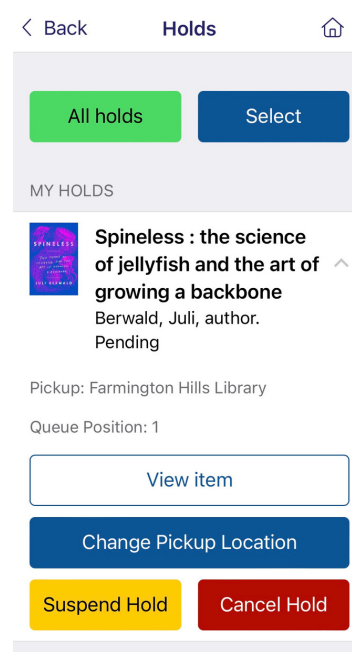
### Select your preferred pickup location and click "Place Hold."



### You will receive a confirmation that the hold has been placed.



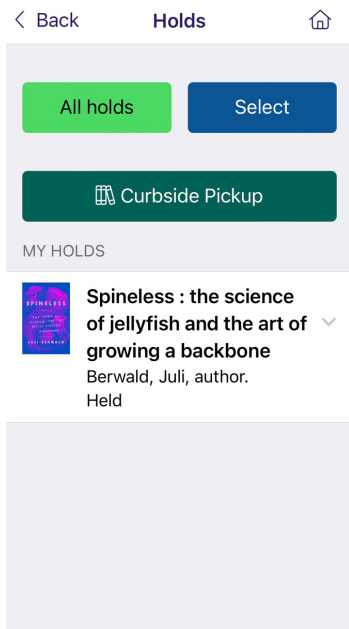
### Holds can be managed and changed in the account menu under the Holds tab.



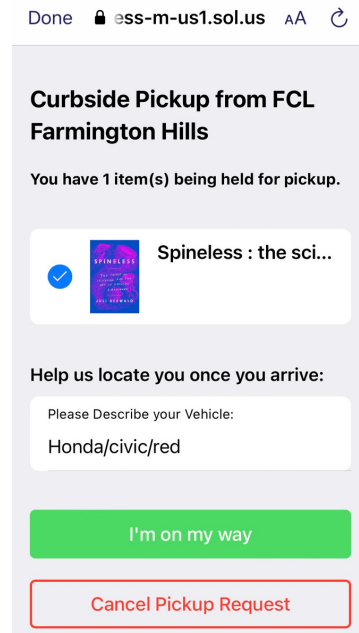
# Curbside Pickup

Once you have received confirmation that an item on hold is ready to be picked up, you can choose to use our curbside pickup service from within the app.

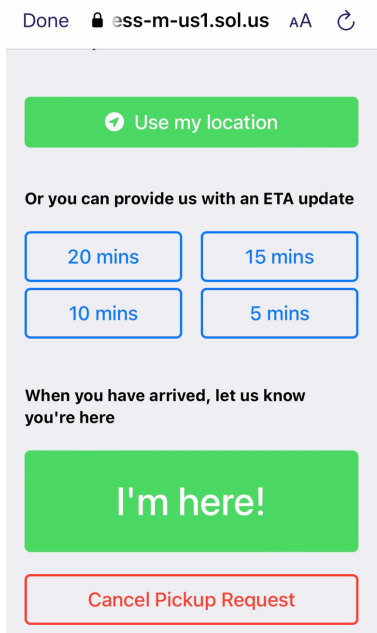
**View your holds list, select all items you want to pickup, then click "Curbside Pickup."**



**Confirm the pickup location, enter your car's make/model/color, then click "I'm on my way."**



**Choose from the options displayed to let us know how far away you are. Click "I'm here" when you have arrived.**



**A chat box will open up for you to communicate with Library staff. Once you have received your items, click "Done - I have my items."**

