

## RESEARCH DATABASES & MELCAT

### Michigan Electronic Library Catalog



#### (MelCat)-

A collection of books, movies, and other items the library does not own, that a patron can borrow from any library in the state. Patron will need to use MelCat keyword search box to find the item desired. Type subject, title, or author and tap on magnifying glass to search. Find the item desired and tap “**Get this from MelCat**” Choose Jordan Valley District Library from the list of libraries. Type in your full name and library barcode number. Tap submit and it will be ordered. The library will contact you when your item is ready to be picked up. Melcat material does not count as part of the 7 items you are allowed to checkout through Jordan Valley District Library.

#### Consumer Reports-



Find reviews, ratings and buying guides for appliances, electronics, etc.

Username: **jordanvalley**  
Password: **library26!**

#### Online Newspaper Archive-



These are local newspapers back to 1903 that have been changed to digital. Just click on title and read.

#### Ancestry-



This is a genealogy database only available for use inside the Library.

#### Michigan Secretary of State-



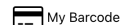
The website for secretary of state.

#### SCAN ISBN BARCODES



Scan the ISBN barcode of an item (not your library card) to see if item is in library collection.

## MY BARCODE



When you **sign in** to the Library app, it should show the library barcode at the bottom of the screen. Tap on it to bring up your library card barcode. You can switch between **linked accounts** by scrolling up and down. You can use this to checkout at the library if you forget to bring in your physical library card.

### Picking up holds outside (24/7)



For directions on how to use the Outside Lockers see the **Outside Lockers** separate instructions.

### Returning items

- Return items in the outside book return 24/7.
- DVDs, CD's and Video Games are not recommended to be put in the book return. If item becomes damaged, borrower will be responsible for costs to replace the item.
- Make sure your items go through the book return by lifting the top pull down and putting items in individually so they are safely returned.



# Welcome



## *Jordan Valley District Library*

### Library App



One Library Lane

P.O. Box 877

East Jordan MI 49727

(231) 536 - 7131 phone

Monday 9 a.m. to 6 p.m.

Tuesday - Friday 9 a.m. to 5 p.m.

<http://jvdl.info>

## Mobile Library App



- In your App Store



- Search for “**Jordan Valley District Library**”
- Click on the App and Download it.
- Once installed, open the app and tap on “**My Account**”  
A pop up welcome will show with an option to Sign In. Tap on **Sign In**.
- A Sign in window will appear. You can manually enter your library barcode in **Borrower Information**, or tap on “**Scan Barcode**” to scan the back of your library card. The library app will ask to use your camera.
- **PIN** is the **last four digits** of your **phone number**. (Make sure the library has the correct phone number) or the PIN will not work.
- Tap on Green Login.

The Library App main page will look like this.



## SEARCH CATALOG

- In the “**search catalog**” bar, enter the title or author of the item you want to search for in the Library’s collection. Tap on the magnifying glass to search.
- If an item is in the library, it will appear. Underneath the title or author name, it will show you the format of the item. Tap on the cover, and it will show : the catalog item record information, the availability status of the item at the bottom, and the section where it’s located in the library by scrolling to bottom of screen.
- Inside the search catalog you can tap on search on and narrow the search further as a subject or series. Subject browse is when you want books with a specific topic. Series will show you all the items in that series.

## Place and Cancel Holds

- If the item is checked out, your hold will be placed in the order it was received and the library will notify you when it’s available via phone call or email notice.
- Place hold by tapping on the item on the “**Place Hold**” box.
- Select the pickup location by tapping on the arrow. It will show **Jordan Valley District Library** for pickup (inside the library) and **Outside locker** for pick up (outside lockers).
- If you have multiple accounts, a user bar will show your name. If you want to change the hold to a linked user account, tap on the arrow and select the account you want. Once your choices are picked, tap on **place hold**.
- A pop up should show up that says “**Hold Placed**”. Tap on **OK**.
- To cancel a hold, tap on “**my account**”, then “**holds**”, select the item to cancel and tap on the **red cancel hold box**. Remove box will appear asking you to **confirm**.

## Notes:

- **3 week** loan period for books and audiobooks.
- **1 week** for DVD’s, Video Games, magazines, CD’s..
- You are allowed 1 renewal period for each item.
- There is a **10 cent late fee** on Books and Audiobooks
- **\$1 late fee** on DVDs, and Video Games.
- **7 items** are allowed to be checked out on each account.

## LIBRARY INFORMATION

Shows library hours, contact information and website.

## MY ACCOUNT

Tap on “**my account**”. The pop up window will show your name, checkouts, holds, fines and devices.

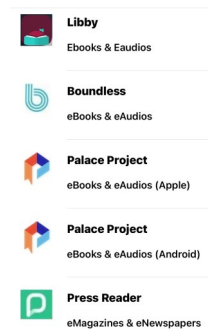
- There is an option if you are a Guardian to use **Linked Accounts**, which will allow you to manage multiple cards on your device. Tap on it and on the upper right hand side tap on **+add** to connect another user.

## SETTINGS

“**Preferences**” allows you to adjust the app settings. You can move the icon orders on your home app page, by tapping Re-Order. The three lines on the side of the icon bar allow you to move the icons up or down. “**Theme**” is the lighting of the app screen. **Simplified Home View** is the viewing layout of the home page. You need to tap on **RELOAD** at the bottom of the screen in order to save the settings. Accounts will stay logged in, unless you decide to sign out. If you sign out, you will need to log back in to see your account.

## DIGITAL BOOKS, AUDIOS, MAGAZINES & NEWSPAPERS-

On the home page, tap on Digital Books, Audios, Magazines link. There are 4 collections: Libby, Boundless, The Palace Project and Press Reader.



**Libby** is a digital collection of eBooks and eAudios with digital magazines to check out. (For directions on how to use Libby see separate instructions).

**Boundless** is a digital collection of eBooks and eAudios for adults, teens and children. (For directions on how to use Boundless and PressReader see separate instructions).

**The Palace Project** is an app of a digital collection of eBooks and eAudios for adults, teens and children. (For directions on how to use The Palace Project see separate instructions.).

**Notes for using Boundless, The Palace Project and Up North Digital**

- 5 items are allowed to be checked out at one time.
- 3 days to check out a hold once it becomes available.