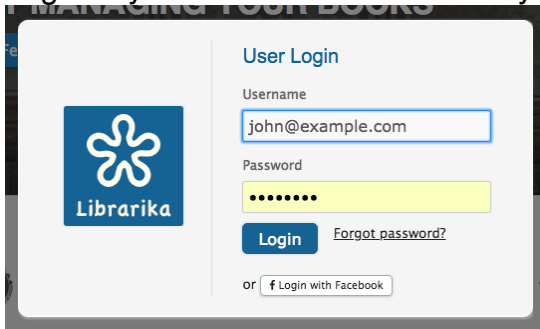
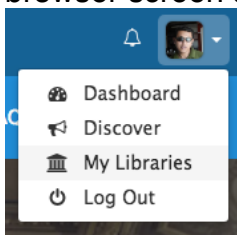


## How to Log in to Librarika

- Please go to [Librarika.com](http://Librarika.com)
- Log into your Librarika account with your login id and password.



- Once logged in, click on My Libraries menu from the top right corner of your browser screen as shown below.



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## How to Navigate in Librarika

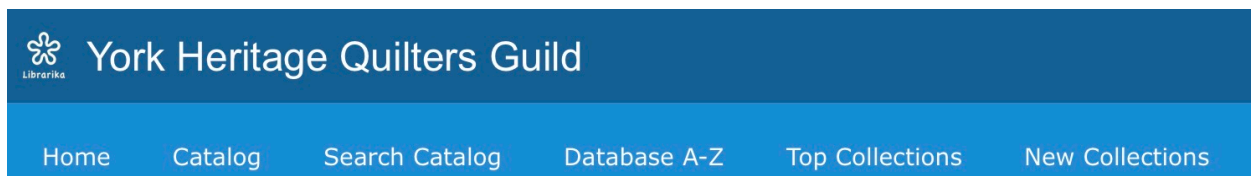
### **Member Area**

Member area is a special section for library members only, where they can access their own activity with the library. This section is not available to any library staff.

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### **Catalog, Search Catalogue, Database A-Z, Top Collections, New Collections**

These selections will allow you to see our list of books, search by title, author, publisher, tag (our guild book number) or first letter of the title. New Collections will update each time the Librarian adds new books.



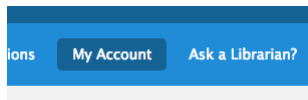
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### **My Bookings**

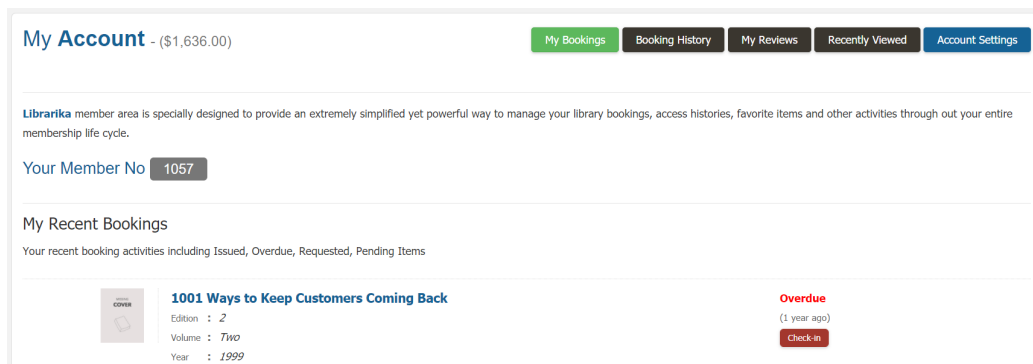
My bookings section will list all of your currently active bookings along with their due date and status.

To view your active bookings, please follow the below steps:

- Please login to your library.
- Click on My Account menu from the top.



- List of all active bookings will appear as shown below.

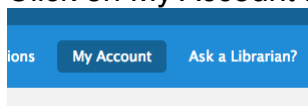


- You can now take relevant actions based on the status of each booking.

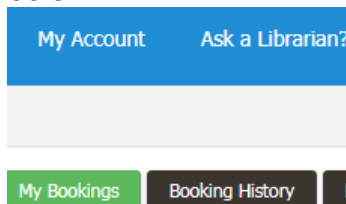
## Booking History

Booking history will provide you all the history of the bookings that you have viewed. To view your history of bookings, please follow the below steps:

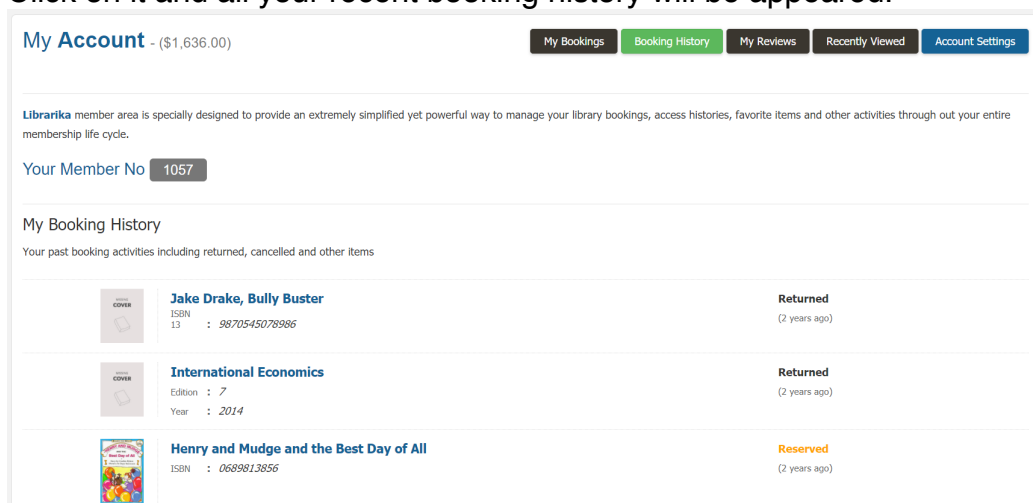
- You have to be logged in first.
- Click on My Account menu from the top.



- My account page will appear with the button named Booking History as shown below.



- Click on it and all your recent booking history will be appeared.



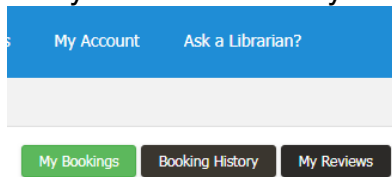
- Now you can view all the history of your actions time to time.

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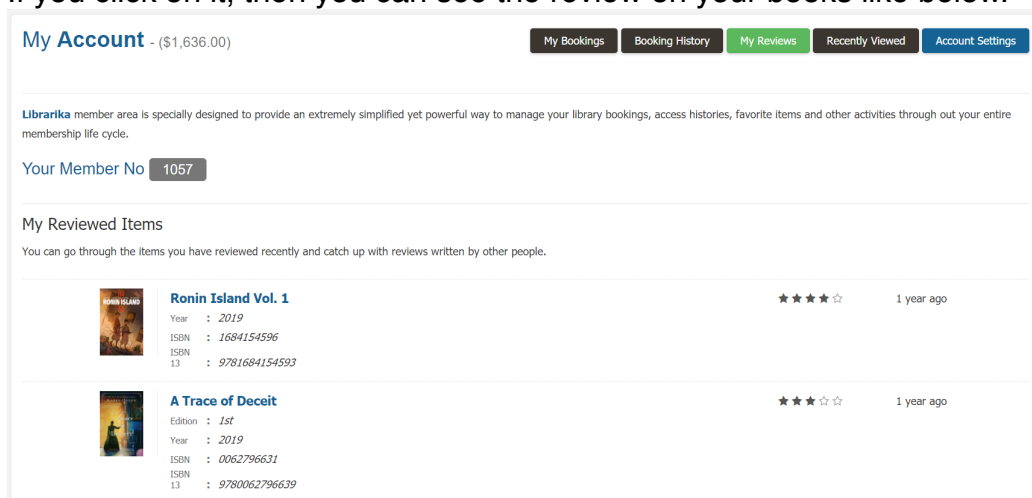
## My Reviews

My reviews is the section that facilitate all the reviews on each of your library books. If you want to see all the reviews, then you have to follow the below steps:

- At first login to your library and go to my account menu like before.
- In My Account section you can see the button My Reviews like below.



- If you click on it, then you can see the review on your books like below.



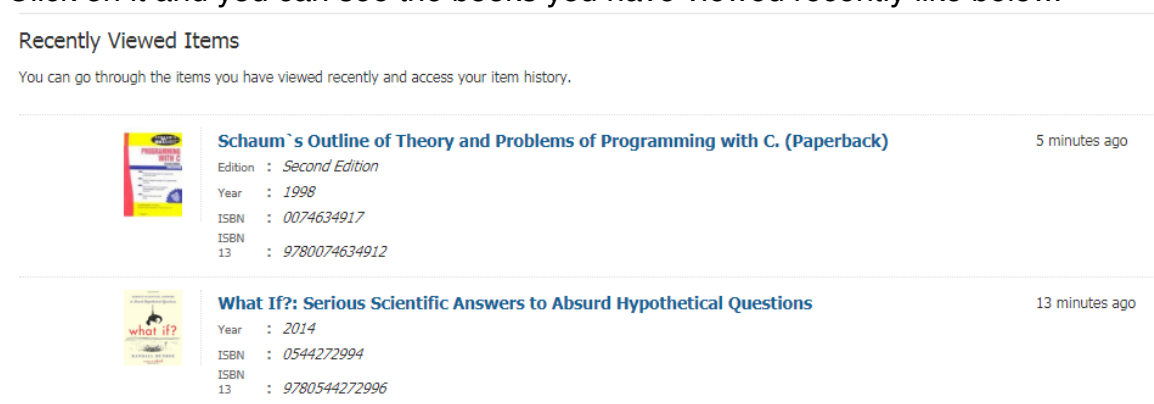
- Now you can view all those books that have been reviewed so far.
- You can also see the details of the books by clicking on its title and also view the reviews written by other people.

---

## Recently Viewed

Recently viewed section will show you all those books that you have been viewed recently.

- Like before from My Account go to the Recently Viewed option.
- Click on it and you can see the books you have viewed recently like below.



- When you view this page, you can see the details of each book by clicking on its title. From there you can also give your review on that book.
-

## Account Settings

Account settings is the section where you can update all the information of your library account.

- From My Account go to the account settings option.
- Click on Account Settings button and you can see all the information of your account like below.

### My Settings

Update your account information, password, image, bio etc.

The screenshot shows a form titled 'My Settings' with the following fields and options:

- Name:** A text input field containing the value 'example'.
- Email:** A text input field containing the value 'example@gmail.com'.
- Photo:** A file upload area with a 'Choose File' button and the text 'No file chosen'.
- Current Password:** A text input field.
- New Password:** A text input field.
- Confirm Password:** A text input field.
- Facebook Login:** A green button with the Facebook logo and the text 'Connect to Facebook'.
- Bio:** A large text area for entering a biography.

- Now you can update any information of your account.
- If you want to change your password then please enter current password, new password and confirm new password fields.
- If you do not want to change your password, then leave all passwords field empty.
- After updating all information, you have to click on Save Settings button as shown below.

The screenshot shows a 'Timezone' dropdown menu with a downward arrow and a blue 'Save Settings' button below it.

- Once you click the save settings button your given information will be saved.
- Now whenever you visit this page you can view your information or update your info.

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## Submit Reservation Request

Submit reservation request is the section where you can send a request for any books that you want to reserve.



To complete your reservation, please follow the below steps:

- At first login to your library.
- Click on Catalog Search from the main menu.

- In the Catalog Search page, you can search any books that you want to reserve.
- Now search your needed book and it will appear as shown below.

Search

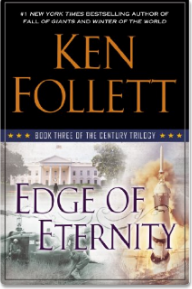
Page 1 of 1

Title	Authors/Editors	Publisher	Type	Copies
 <b>Edge of Eternity: Book Three of The Century Trilogy</b> Year : 2014 ISBN : 0525953094 ISBN 13 : 9780525953098	Ken Follett	Dutton Adult	Books	2
 <b>Seven Brief Lessons on Physics</b> Edition : Tra Year : 2016 ISBN : 0399184414 ISBN 13 : 9780399184413	Carlo Rovelli	Riverhead Books	Books	1

- If you click on the Title of the book, then all of its detail will be shown up like below.

### Edge of Eternity: Book Three of The Century Trilogy

Type	Book
Authors	Ken Follett
ISBN 10	0525953094
ISBN 13	9780525953098
Category	Unknown [ Browse Items ]
Edition	
Publication Year	2014
Publisher	Dutton Adult
Pages	1120
Tags	Family Saga, Historical, Contemporary, Literary, Mystery, Thriller & Suspense



Like 0 Share

Buy online (\$)

- In the book details page, you can see the request button for each copy of the book.

Library	Accession No	Call No	Copy No	Location	Availability
Main	2 <a href="#">Request</a>		1		Yes
Main	3 <a href="#">Request</a>		2		No

- If you click on the Request button, then your reservation request form will appear.

**Request Item** ✕

Request this copy of "**Edge of Eternity: Book Three of The Century Trilogy**" for reservation.

Start Date

May ▾

21 ▾

2018 ▾

Return Date

May ▾

28 ▾

2018 ▾

Notes [optional]

Leave a message for the librarian.

Submit

- **Do not adjust any of the dates in this screen.** Leave the defaulted dates as is.
- Once you submit this form your request will be placed successfully like below.

**Request Item** ✕

Your request has been placed successfully. Please check your member section for update this request.

Back to My Account

Close

- Now your request has been placed and if the library staff accept your request, then you will be notified, and the item will be reserved for you.

## Cancel Reservation Request



Cancel reservation request is the section where you can cancel your reservation request that you have been placed earlier.

To cancel your reservation, please follow the below steps:

- At first go to the main menu.
- Click on My Account menu from the top.
- You can see the Cancel button in your recent bookings section.

My Recent Bookings

Your recent booking activities including Issued, Overdue, Requested, Pending Items

	<p><b>Edge of Eternity: Book Three of The Century Trilogy</b></p> <p>Year : 2014  ISBN : 0525953094  ISBN 13 : 9780525953098</p>	<p style="font-weight: bold; color: #0056b3;">Pending</p> <p style="font-size: 0.8em; color: #0056b3;">(Today)</p> <div style="background-color: #333; color: white; padding: 2px 5px; border-radius: 5px; width: 40px; margin: 0 auto;">Cancel</div>
	<p><b>Killing Patton: The Strange Death of World War II's Most Audacious General</b></p> <p>Edition : First Edition  Year : 2014  ISBN : 080509668X  ISBN 13 : 9780805096682</p>	<p style="font-weight: bold; color: #0056b3;">Reserved</p> <p style="font-size: 0.8em; color: #0056b3;">(Yesterday)</p> <div style="background-color: #333; color: white; padding: 2px 5px; border-radius: 5px; width: 40px; margin: 0 auto;">Cancel</div>

- Click on Cancel button and you can see the cancel reservation form of your book like below.

Cancel Reservation ✕

Cancel reservation of "Edge of Eternity: Book Three of The Century Trilogy".

Reason for cancellation

Please let us know why you want to cancel this reservation.

Submit

- Now you must have to show a reason why you want to cancel your reservation, otherwise you cannot submit the form, and an error message will be shown.

Reason for cancellation

Please let us know why you want to cancel this reservation.  
Please write the your reason for cancellation.

Submit

- After giving your reason, you can submit your form.
- Once you click on Submit button your cancellation will be confirmed like below.

Cancel Reservation ✕

**Your reservation cancelled successfully.**

Close

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## Ask a Librarian

Home   Catalog   Search Catalog

Ask a Librarian?

Click on "Ask a Librarian", if you have a question, concern or feedback on these instructions or on the software. It will link you to the Library Chair email address. Click on the email address and it will open an email application where you can type in your message.