

▶ Self Service

Check out library items yourself by using the Self Service option on the TRACpac app (not available at all library locations).

- ▶ Select Self Service and enable Location Services.
- ▶ Click on the green button to start checking out library items. Use your camera to scan the barcodes.
- ▶ If the checkout is successful, a green check mark will appear by your library items.



▶ Click & Collect

To check if your library offers Click & Collect, tap the **three bar icon** and select **Requests**. Tap **Click & Collect** to confirm whether or not your library has this service.

If your library does offer this service, follow the instructions to easily and efficiently pick up your holds.

▶ Troubleshooting

Watch the TRACpac app tutorial at

<https://my.nicheacademy.com/marigold/course/22044>.

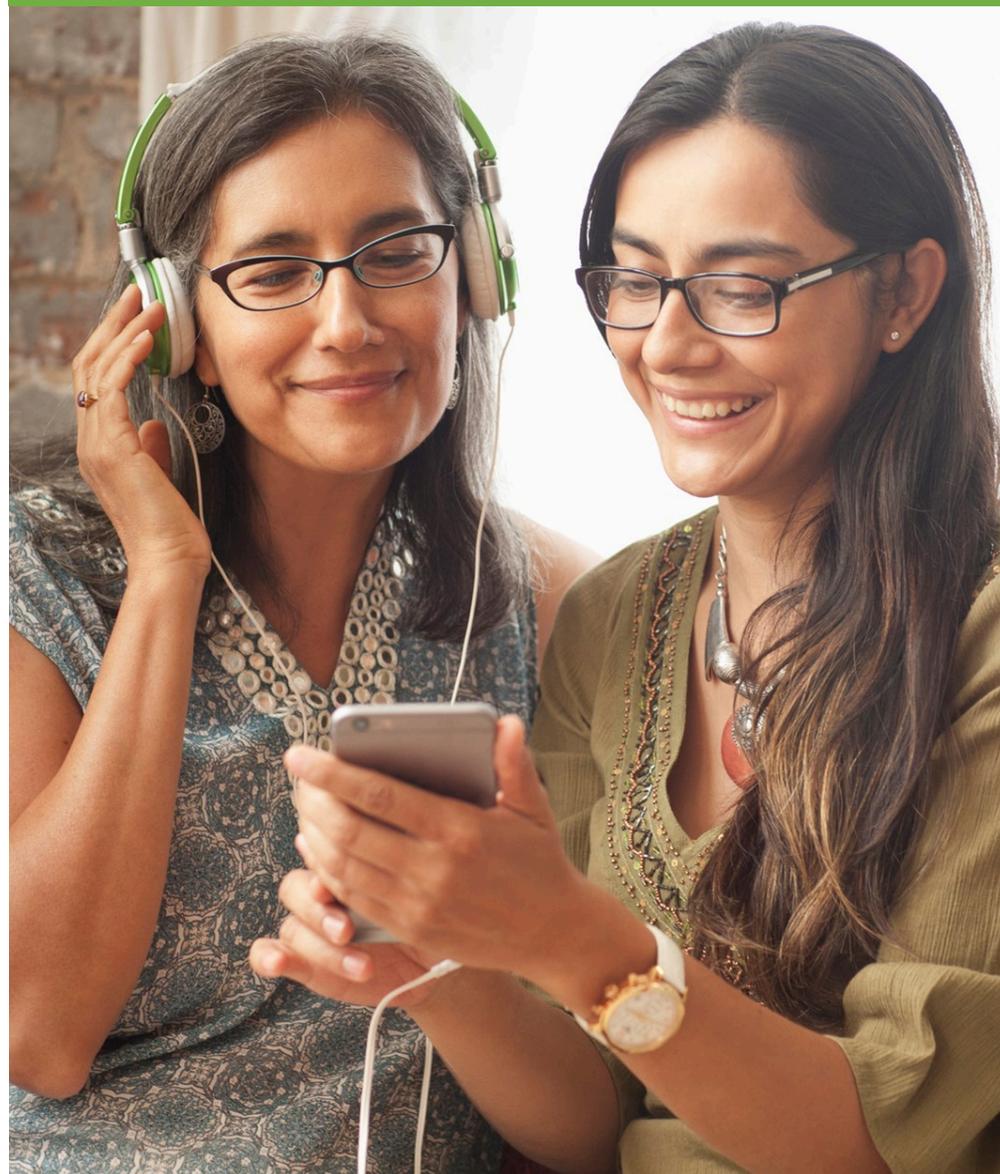


Marigold Library System

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marigold.ab.ca

TRACpac App

iOS | Android



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▶ What is the TRACpac App?



- ▶ Library access anytime, anywhere
- ▶ View borrowed items
- ▶ Search for items and place holds
- ▶ Access eResources
- ▶ Borrow and download eBooks and eAudiobooks



▶ Accessing the TRACpac App

1. Download the TRACpac app from the Apple App Store or Google Play.
2. Open the app, click on the **three bar icon** in the upper right corner, and select **Sign In**.
3. Login with your **library card barcode number** and **PIN** number (if you do not know your **PIN**, contact your local library). You can also use the **Scan Barcode** feature to instantly scan your library card.

IMPORTANT

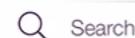
For more information on navigating the TRACpac app, visit marigold.ab.ca/Public-Services/TRACpac-App.

▶ Navigating the App

Click the **three bar icon** to view your account options.

- ▶ Items Out - view checked out items and see your reading history
- ▶ Requests - view your holds
- ▶ Fines & Fees - check what fines you have
- ▶ Linked Accounts - add family members' accounts
- ▶ Preferences - adjust the homepage layout to fit your needs

▶ Search, Borrow, & Place Holds



- ▶ Use the **Search bar** at the top of the screen to search for an item.
- ▶ To filter your results, click on the bottom of the screen where it says **Limit To**.
- ▶ Select the item you want and click **Borrow** or **Place Hold**. when placing a hold, select your pick up location and click **Place Hold**.

▶ eBooks

- ▶ To borrow eBooks through the TRACpac app, search for an item by using the **Search bar**.
- ▶ Limit the format of your search to **eBooks**.
- ▶ Click on a title you want and click **Download Now**. This will take you to another page:

cloudLibrary

Enter your **library card barcode number** and **PIN** number, then click **Borrow**. You can access your cloudLibrary eBooks in the cloudLibrary app.

OverDrive

Enter your **library card barcode number** and **PIN** number, then click **Borrow**. You can access your OverDrive eBooks in the Libby app.