

► **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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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.

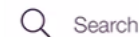
► Navigating the App

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.