

The VaughanPL mobile app is available to download for free from the App Store and Google Play. With the app, you can quickly: check your account, search the library catalogue, see hours of operation and display your library card barcode for scanning at self-checkout stations.

The following guide reflects updates to the app available for Apple products. An updated version for Android is in development.

### How to Use the VPL App on your Device:

1. Download the VaughanPL mobile app on your [iPhone/iPod Touch/iPad](#) & [Android](#) by opening the App Store or Google Play Store apps.
2. Search *Vaughan Public Libraries* in the search bar. Once you see the VPL app in your search results, tap on *Get* to download it onto your device. After the download is complete, tap on *Open*.

Filters ▾

🔍 Vaughan public libraries

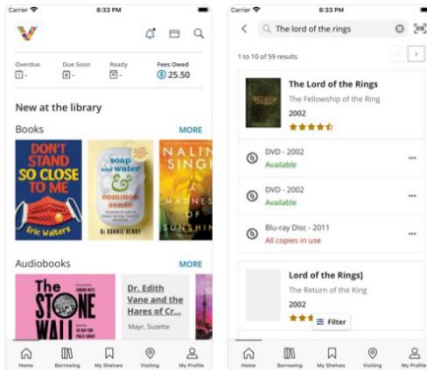


**VaughanPL**

Reference

★★★★★ 4

GET



Filters ▾

🔍 Vaughan public libraries

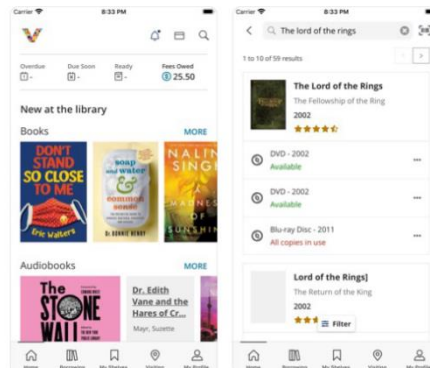


**VaughanPL**

Reference

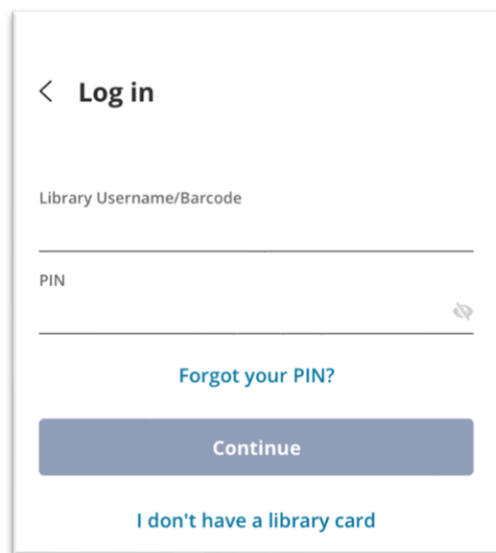
★★★★★ 4

OPEN

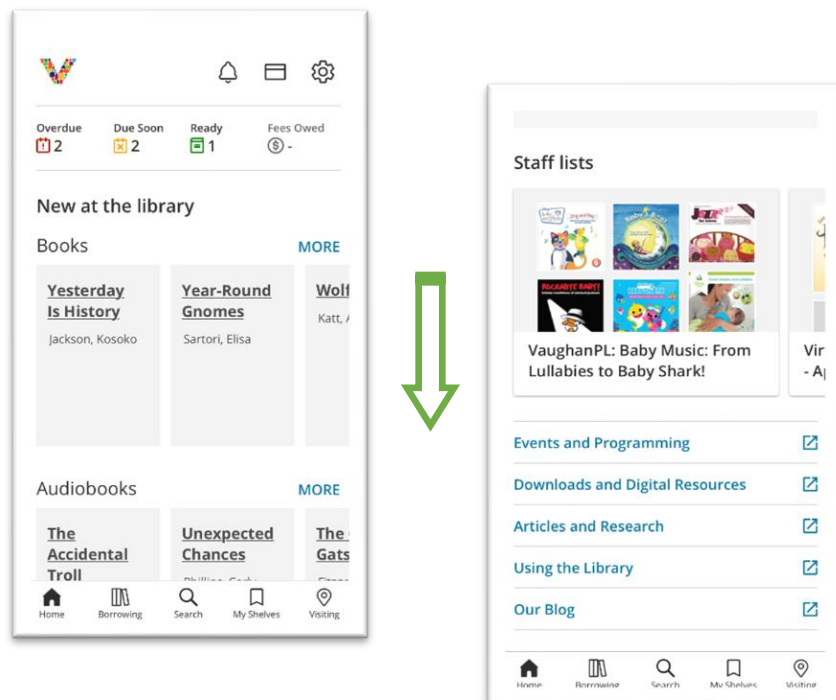


- Once you open the app, tap on the *Log In* button to reach the log in screen. Enter your 14-digit library card number (without spaces) and PIN.

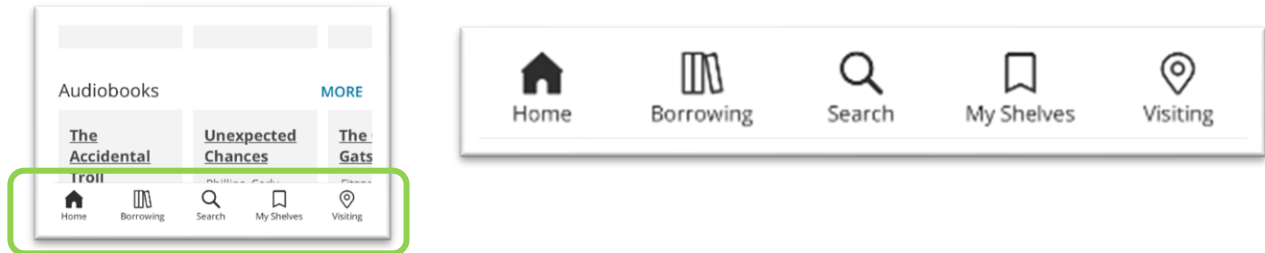
If you have forgotten your PIN, you can reset it by following the prompts on the screen or by contacting library staff through our [Ask Us](#) service.



- The VaughanPL app opens to the *Home* screen. On this page, you can browse the catalogue and view staff lists. Scroll down to find links on programs and services found on the VPL website.



5. On the bottom of the *Home* screen, you can see the main navigation menu. Use these icons to find your way around the app and explore the five main pages: Home, Borrowing, Search, My Shelves and Visiting.



**Home** Takes you to the home screen from anywhere in the app.

**Borrowing** allows you to manage or view holds, checked out items, fees and borrowing history.

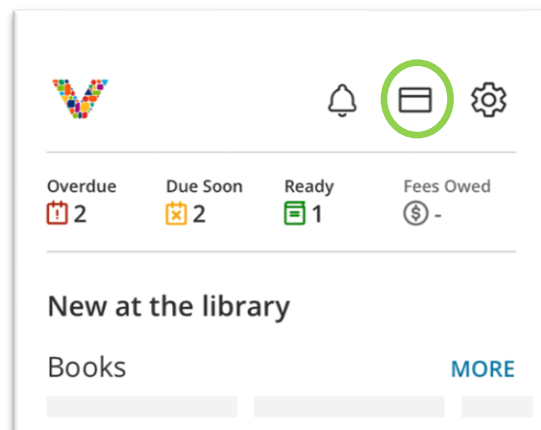
**Search** allows you to search the catalogue, place items on hold, and view availability.

**My Shelves** displays items on your *Completed*, *In Progress* and *For Later* shelves.

**Visiting** tab display library locations, hours, and additional information regarding building facilities.

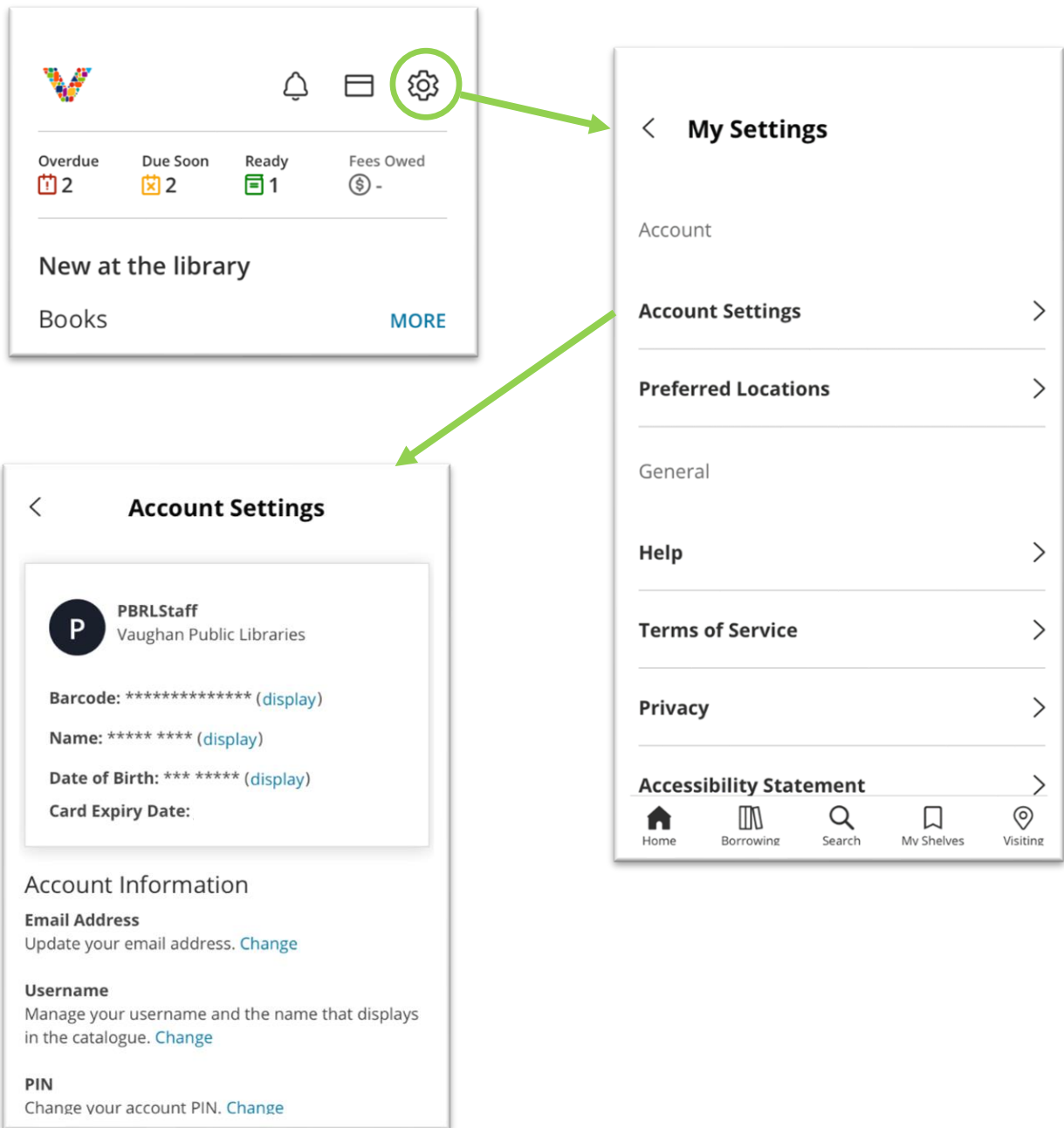
6. To view your barcode, tap on the barcode icon] on the top of the *Home* screen.

TIP: If you turn your device horizontally from any page in the app, your barcode will also appear.



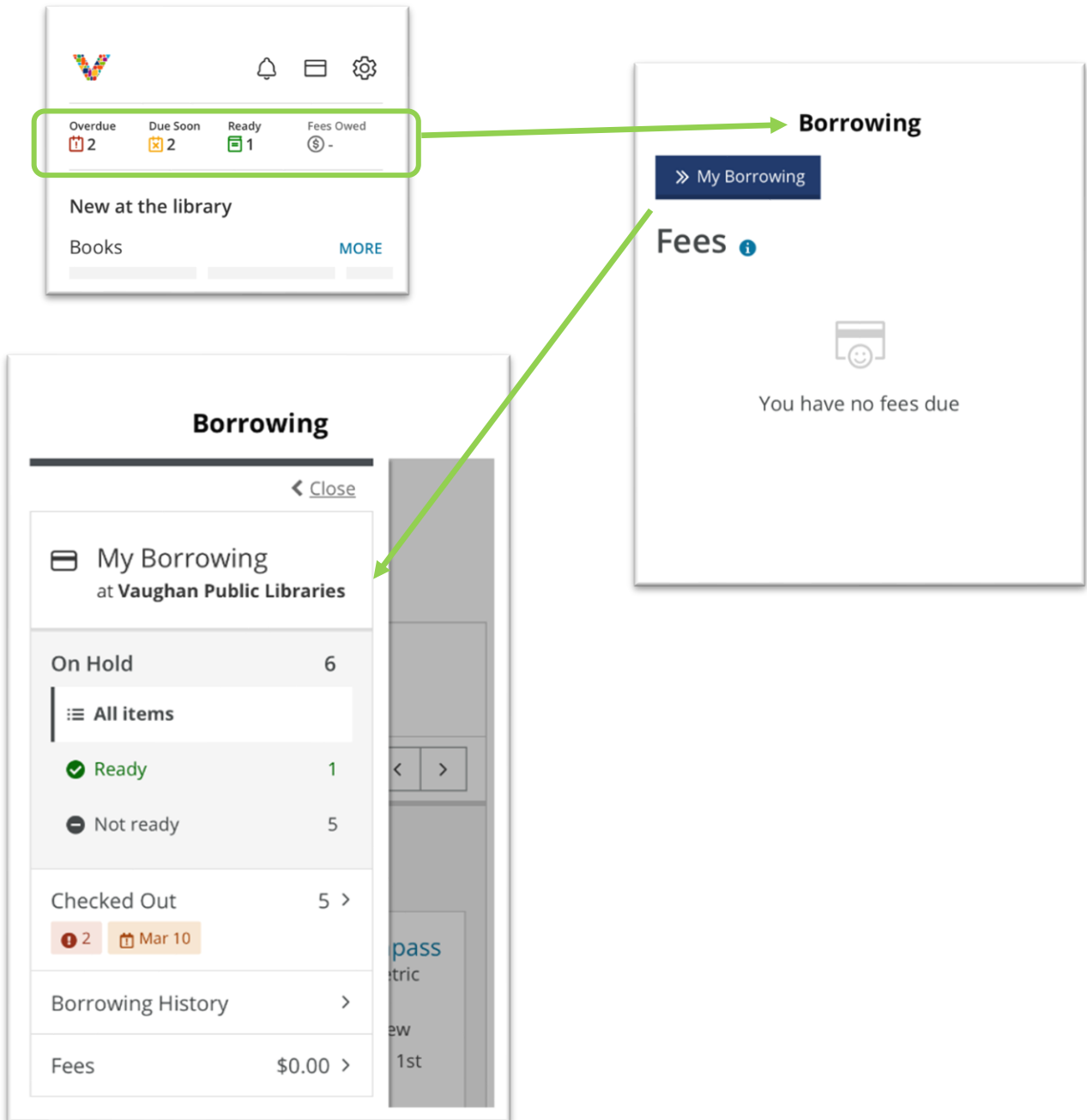
7. Tap on the Settings icon to access your account settings and other information.

Under your account settings, you can view and update your contact information or change your pin.

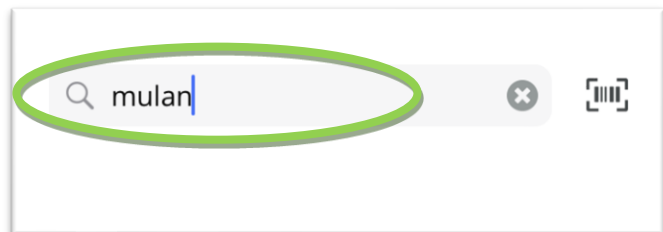


8. The top of the Home screen displays a brief overview of items on your library account. Tapping on it will take you to the **Borrowing** tab where you can see your account activity under four categories: holds, checked out, borrowing history, and fees.

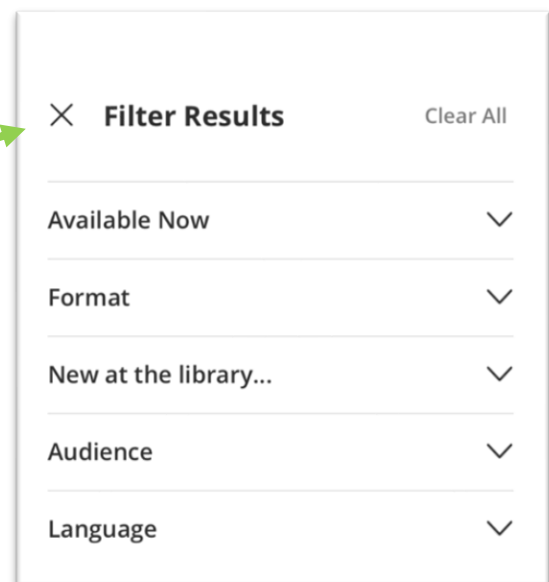
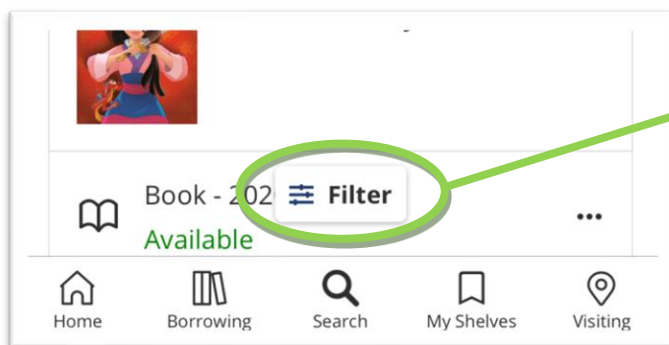
To switch between these categories, tap on My Borrowing to open a menu and select the list you would like to view.



9. If you'd like to search for an item in the catalogue, tap on the *Search* icon and then tap on the search bar at the top of the screen to type in your search term.



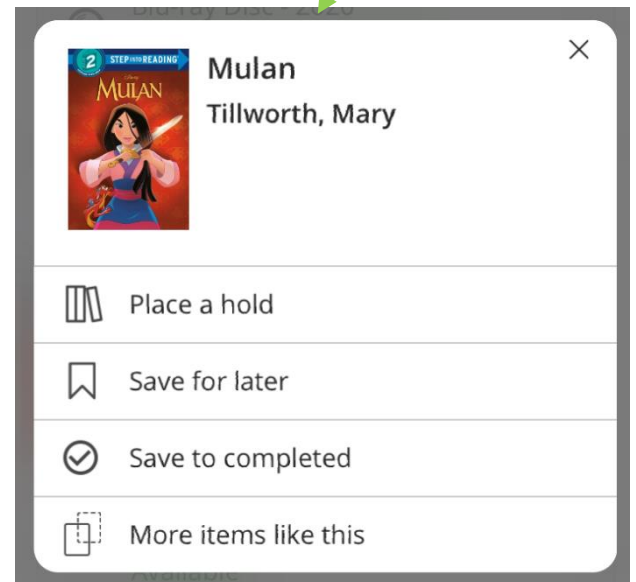
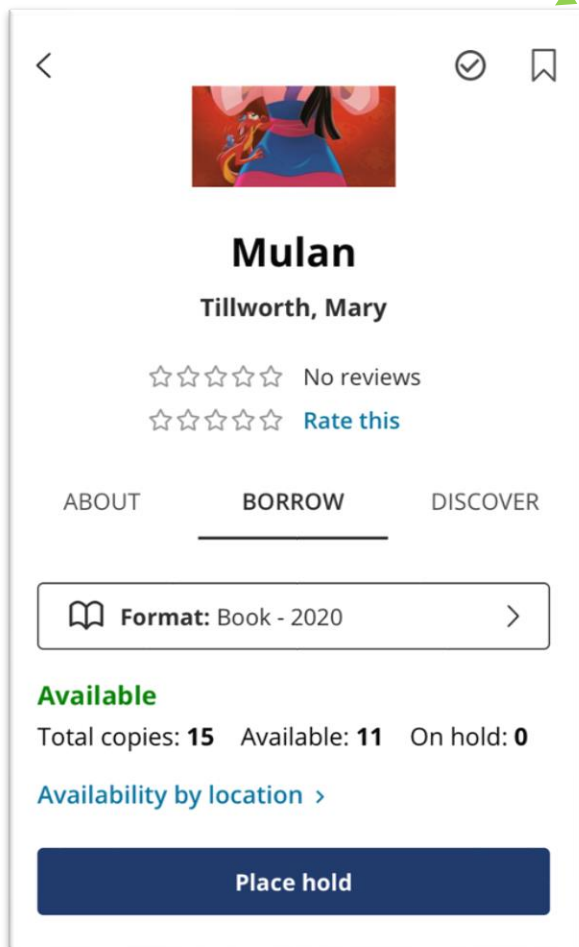
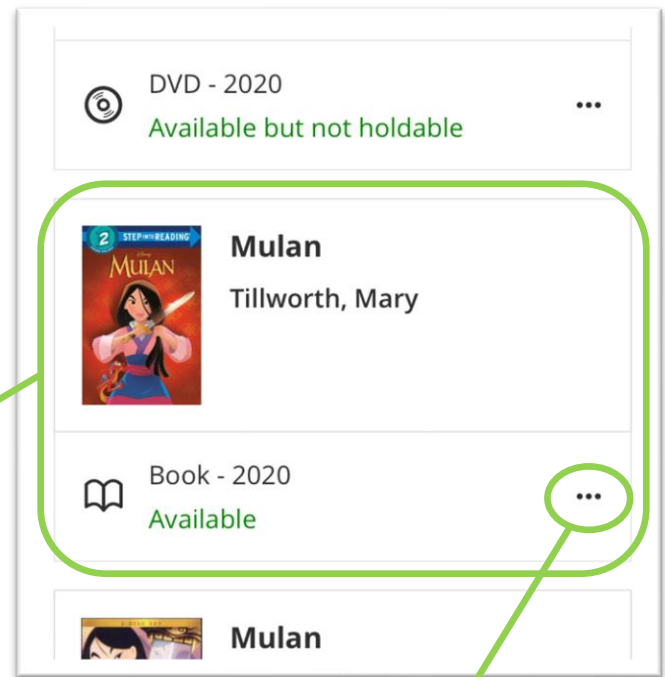
10. After your initial search, tap on *Filter* if you'd like to see results by format, availability, language, etc.



11. To place a hold on any item or find related information, you have two options.


**OPTION 1:** Tap anywhere on the result to see a detailed view of the item. On this screen, you can place a hold, save the title to one of your lists, or find similar items.

**OPTION 2:** Tap on the three dots in your search results to see a brief menu of the same options. After you've made your selection, you can close the menu and continue browsing your search results.



12. Once you place the hold, choose the pick-up destination, and confirm your request.

✕ **Checkout**



**Mulan**

Tillworth, Mary

**Pick-up at**

- Pierre Berton Resource Library
- Ansley Grove Library
- Bathurst Clark Resource Library
- Civic Centre Resource Library
- Dufferin Clark Library
- Kleinburg Library
- Pleasant Ridge Library

**Confirm hold**

TIP: If you always pick up holds at the same location, you can turn on the 'single-click' holds feature to skip this step. This option is available on the 'My Borrowing' menu (step 8).

**Borrowing**

☰ **MY BORROWING**  
at **Vaughan Public Libraries**

On Hold	0
Checked Out	0 >
Borrowing History	>
Fees	\$0.00 >

**Enable Single-Click Holds** i

Preferred Pickup Location:

Pierre Berton Resource Library ▼

This will be saved as your first preferred pickup location in your preferences.

**Save**
Cancel



13. To log out of the VaughanPL app, tap on the Settings icon from the home screen (see step 7). Scroll down to the bottom of the page. Tap *Log Out*.

