

# Using Librarika for the Region 14-Hopewell Center Assistive Technology Library

## Setting up an Account

Go to <https://librarika.com/> and click sign-up at the top of the page (in the blue bar)

Sign up using your school/organization email.

You will need to confirm your email. Once confirmed you will click the blue “Request Member Access” and type in the following URL: <https://atlibrarysoesc.librarika.com>

You may have to log back in to access the library. You may also want to bookmark the page on your computer.

## Searching for an Item

In order to search the catalogue you may do so in several different ways:

1. Use the Catalogue Search at the top by searching for an item by name
2. Use the Catalogue Search and search by looking at Categories
3. If you know the item name, you could use the Database A-Z to search by the first letter

## Requesting an Item

Once you see an item you would like to borrow, click on it. At the bottom it will tell you if it is available. If it is, click the green “request” button. A box will pop up letting you know how long you are able to have the item (60 days for iPads, 180 days all other devices). In the Notes box, you **MUST** enter where the item will be located and who will be responsible for it. Then click “Submit.”

An email will automatically be sent to Sherry Campton. You will then need to see Sherry to get the item and to have her verify online that you have received the item.

You will receive an email three days before the item is due. At this time you either need to bring the item back, or on the day it is to be returned request the item again if you would like to keep it and no one has reserved it.

Hopewell-Region 14 will not mail any items. You or someone you designate are responsible for pickup/drop off of items. As a reminder items are checked out for **60 days for iPads and 180 days all other devices** and then must either be returned or renewed. Thank you!