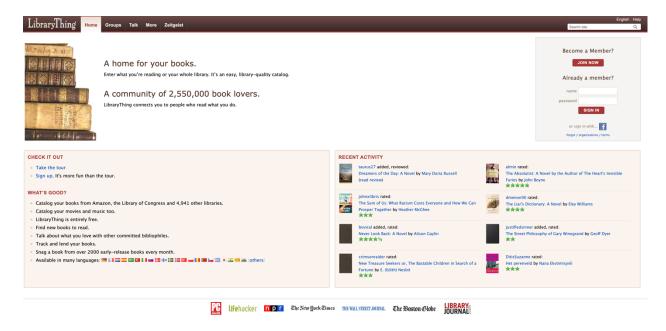
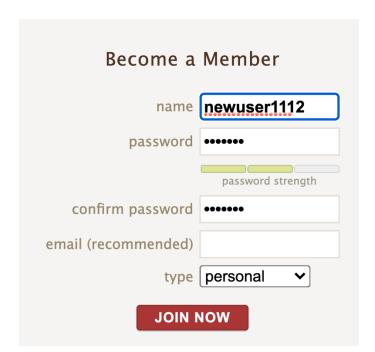
1. Create an account on LibraryThing

Go to https://www.librarything.com/.

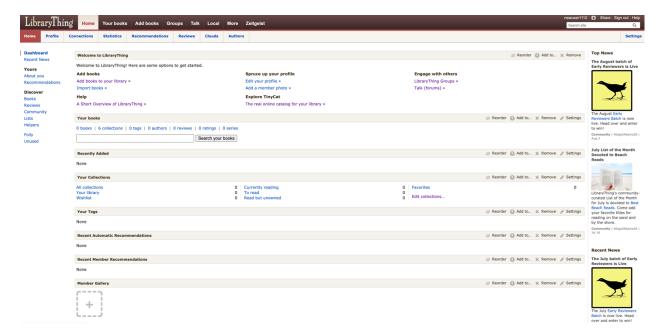


Register by setting a username and password.

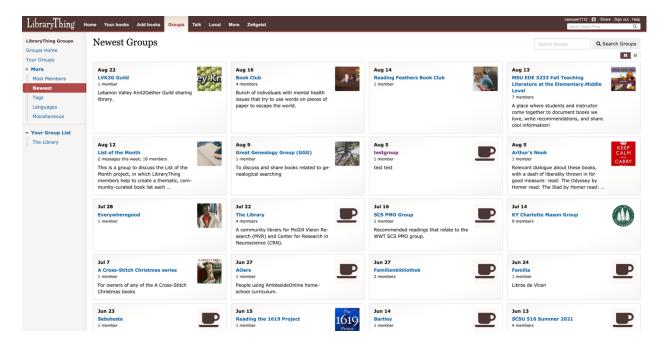


2. Joining The Library group on LibraryThing

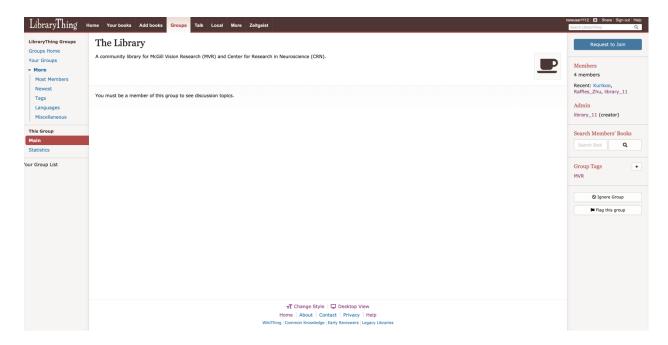
Logging in will direct you to the home page.



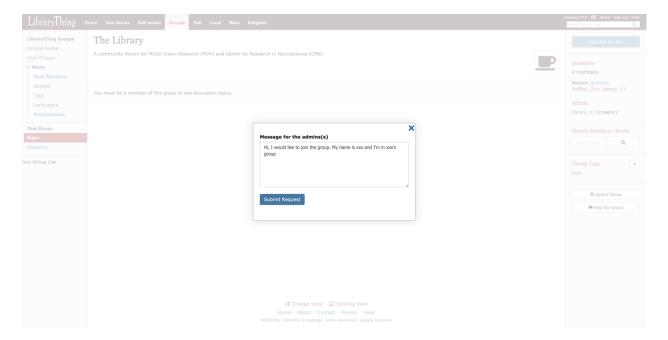
Go to the Groups tab and click on The Library group in the Newest bar.



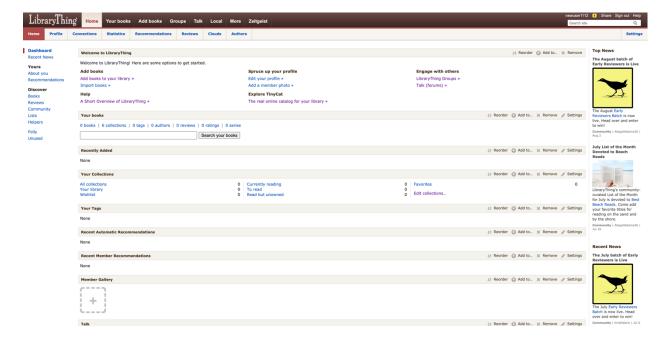
Click <u>Request to Join</u> at the top right corner. Library_11 is the administer of the library and is run by a group of volunteers.



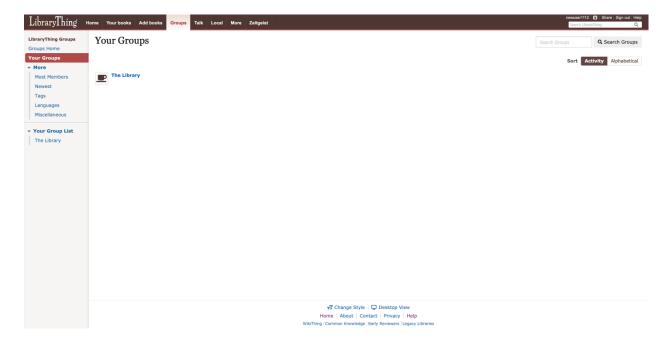
Compose a short message and submit a request to join.



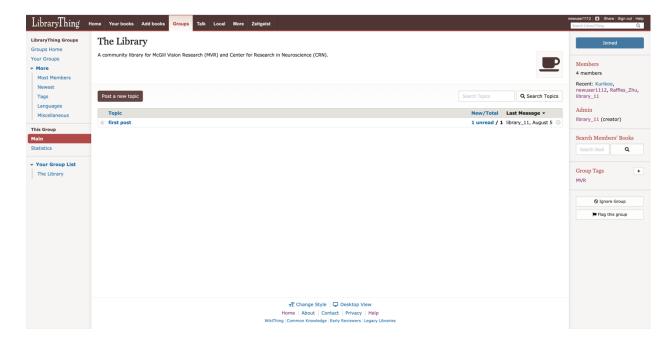
After the administrator approves your request, you will see a notification, as indicated by the yellow box that is at the top right corner. Click on the notification and it should say that you have been approved as a member of **The Library** group.



Now, under the Groups tab, you should see The Library appear. Click on the The Library.

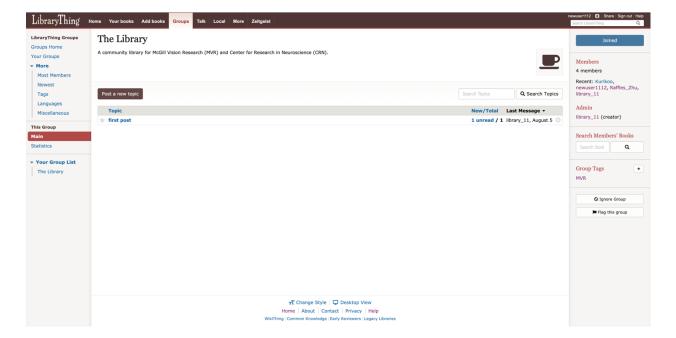


Here, you will be able to follow the latest news and events of the library group.

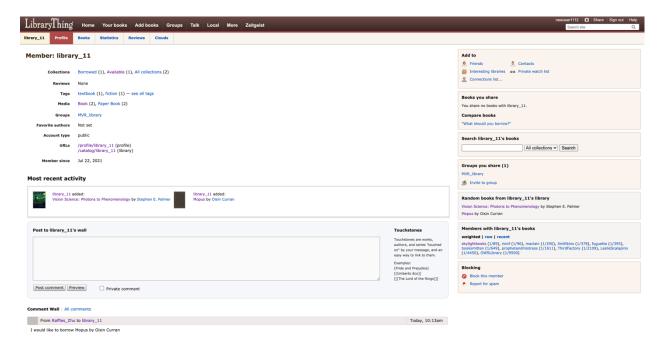


3. Browsing books

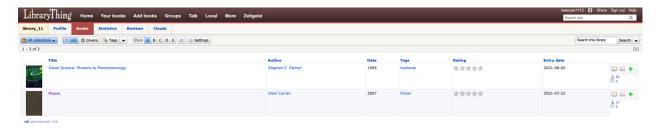
Click on the admin profile library 11 at the top right corner just under the Admin text.



Under the administrator <u>Profile</u> tab, you will be able to see how many books are currently on loan/borrowed, available, or on hold. Under the <u>Comment Wall</u>, you will find past messages posted by group members.



Under the <u>Books</u> tab, you will find the full catalogue of books. You could change the view style and types of information displayed by clicking on the row of buttons under the tab.



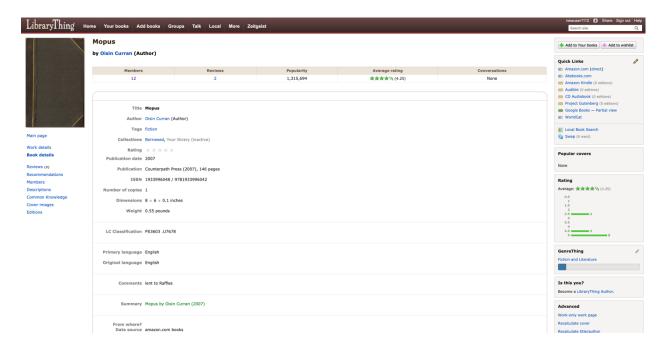
Clicking on <u>All Collections</u> will activate a dropdown menu which allows you to view books in the <u>Borrowed</u>, <u>On hold</u>, and <u>Available</u> categories.



For example, you see Mopus by Oisin Curran is currently being loaned. Clicking on —, which is on the right of the book entry, reveals <u>the detail page</u>.



Here, you will be able to view the book information and to whom it is lent.

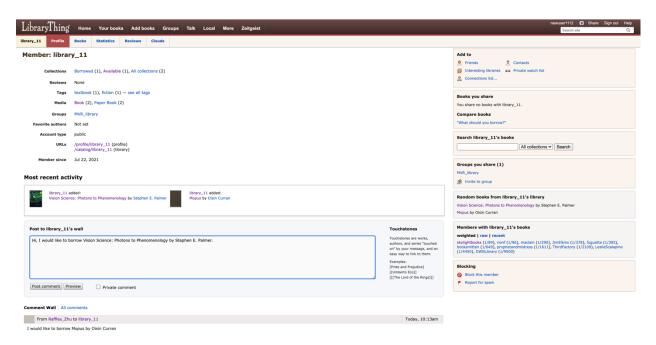


4. Borrowing a book

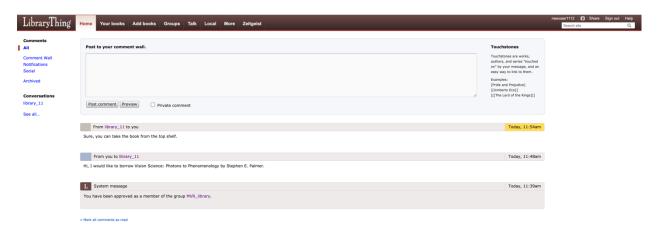
Under the Books tab and select the Available category.



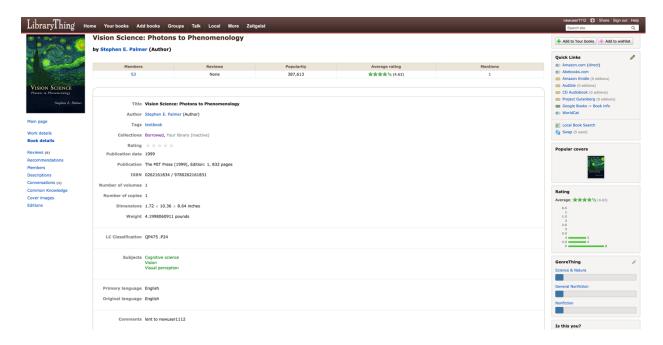
After you have decided on which book to borrow, go to the <u>Profile</u> tab. Post a loan request to the administer wall by typing a message in the box under the <u>Post to library 11's wall</u>.



After the administrator approves your load request, you should get a message and may physically take the book from the shelves.



The administrator will also update the loan status of the item. Your name will appear in the Comments associated with the book.



5. Returning a loan

After you have returned the book to the collection box, go to the <u>Profile</u> tab. Post a loan return message to the administer wall by typing a message in the box under the <u>Post to library 11's</u> wall. The administrator will check the collection box and confirm the book has been received.

