Step-by-Step Guide:
How to Book-A-Librarian
Renew your library card by video conference

To know before booking an appointment:

- To use this service, you must have a 'physical' permanent library account in good standing
- Your library barcode number must begin with "01336"
- One (1) account renewal per session
- Minor account to renew? Minor must be present, with a Parent/Guardian to display photo ID
- Be ready to show your physical library card, photo ID, and **address verification** during the appointment

Video Conference Tech Requirements

Computer, laptop or mobile device with:
- Internet access
- Camera
- Microphone

The video conference uses the **Google Meet** platform.

For patrons using a computer to join the meeting, you do not need to download software or login to an account for the meeting.

For patrons using a mobile device for the meeting, you may have to download the Meet app prior to the appointment. App available on **Google Play** (Android) and **App Store** (iOS)

Step-by-Step Guide:
How to Book-A-Librarian
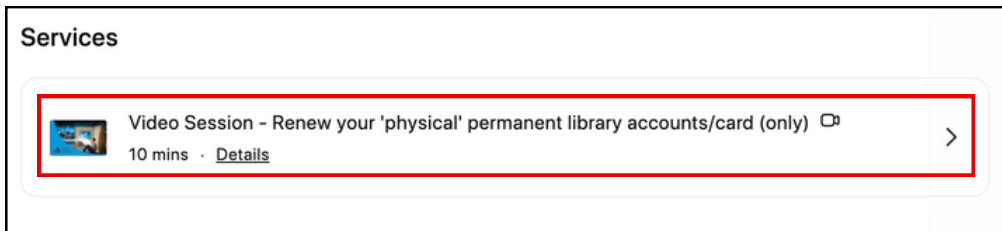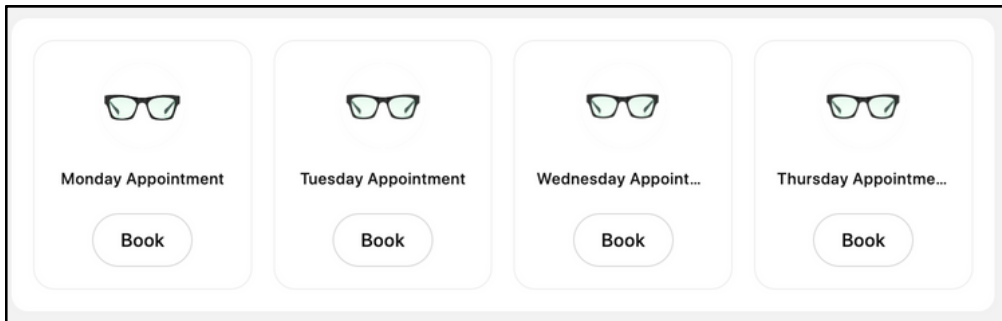## Renew your library card by video conference

1

Book an appointment online

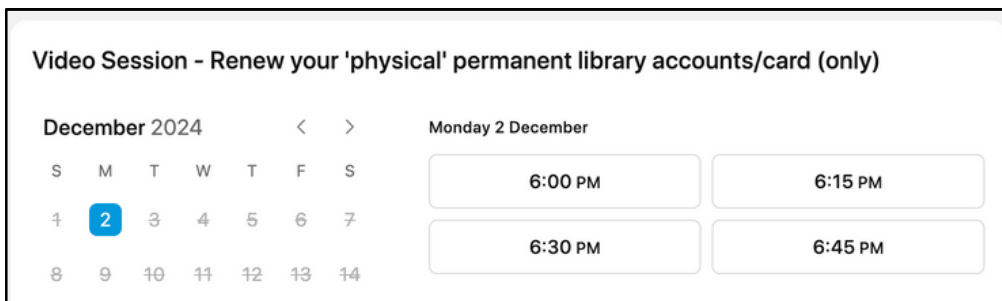Find an available date and time on our **booking page** and schedule an appointment.

On the booking page, select "Video Session" under "Services":

Services

Video Session - Renew your 'physical' permanent library accounts/card (only)
10 mins · Details

Next, select your preferred day:

Monday Appointment   Tuesday Appointment   Wednesday Appoint...   Thursday Appointme...

Book   Book   Book   Book

Then, select your preferred available time:

Video Session - Renew your 'physical' permanent library accounts/card (only)

December 2024   <   >   Monday 2 December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14

6:00 PM   6:15 PM

6:30 PM   6:45 PM

After this, a form will appear. Complete the form with your information and click the "Confirm" button to schedule your card renewal appointment.

Step-by-Step Guide:
How to Book-A-Librarian
Renew your library card by video conference

Receive email confirmation

2

After booking an appointment, you will receive an email confirmation containing the meeting link. This email will come from: San Diego Public Library - Book a Librarian <no-reply@setmore.com>.

The confirmation email will have:
- Your meeting link
- Appointment date and time

The email also has information to reschedule or cancel your appointment.

New Video Meeting.

Video Call Meeting: 📹 Join your meeting

When: Thu 14 Nov, 2024 11:00 am (PST)

Service:
Video Session - Renew your 'physical' permanent library accounts/card (only)

Provider: Thursday Appointment

BOOK-A-LIBRARIAN

San Diego Public Library - Book a Librarian
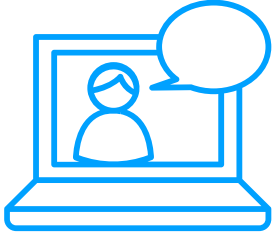
San Diego, CA
+16192365800

View Website

Please make sure your information is correct and review your appointment date and time.

Step-by-Step Guide:
How to Book-A-Librarian
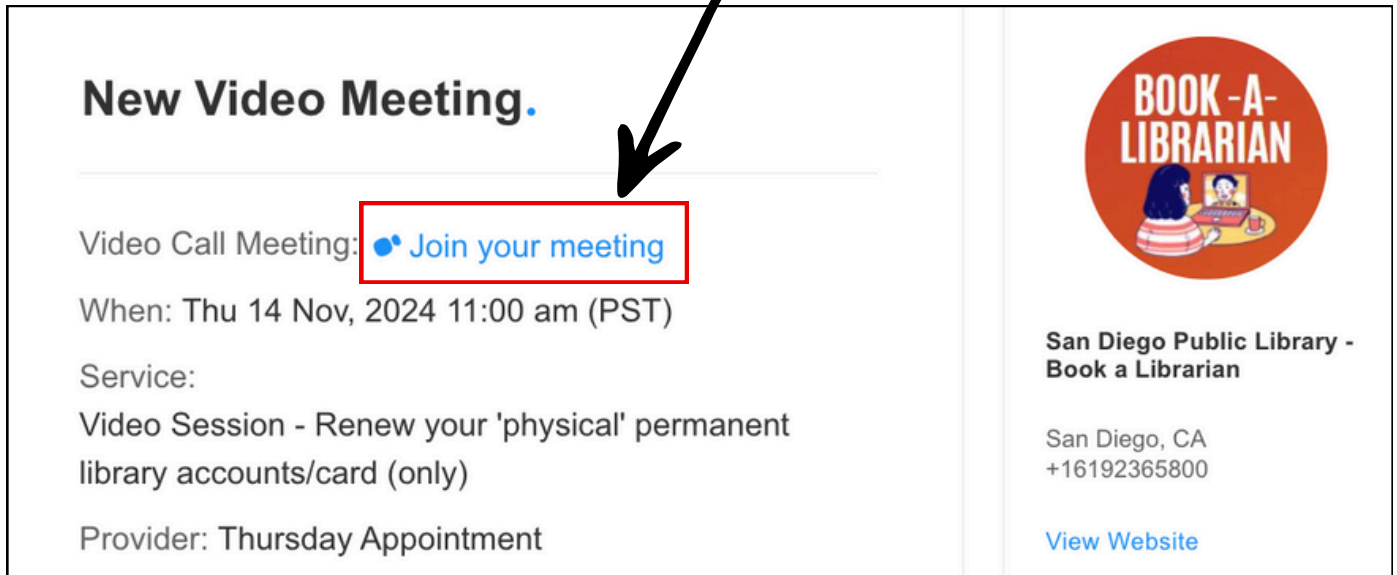## Renew your library card by video conference

3

Join video meeting

On your scheduled date and time, click on the "Join your meeting" link in the email confirmation. Meetings use the **Google Meet** video conferencing platform.

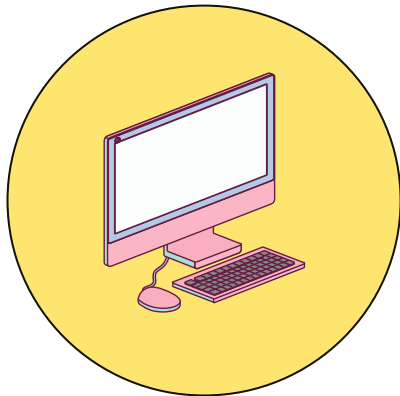Click this link in your confirmation email to join the meeting

New Video Meeting.

Video Call Meeting: 📹 Join your meeting

When: Thu 14 Nov, 2024 11:00 am (PST)

Service:
Video Session - Renew your 'physical' permanent library accounts/card (only)

Provider: Thursday Appointment

BOOK-A-LIBRARIAN

San Diego Public Library - Book a Librarian

San Diego, CA
+16192365800

View Website

You can join the meeting using:

- **Computer or laptop**

- **Mobile device**

Step-by-Step Guide: Book-A-Librarian

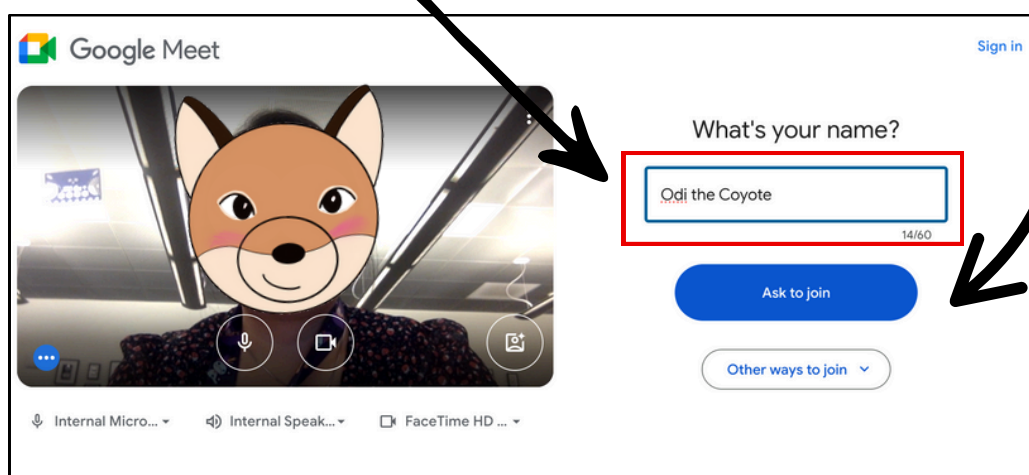**Renew your library card by video conference**

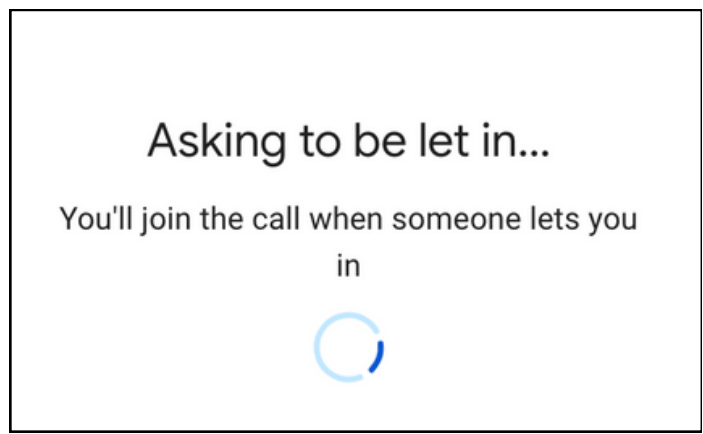## Joining the meeting by computer or laptop...

After clicking the meeting link from the confirmation email, your meeting will launch in the browser.

<u>You do not have to download any software or sign into an account for the meeting.</u>

Enter your name in the specified field and then click the "Ask to Join" button.

Next, wait for a library staff member to start the meeting.

BookALibrarian@sandiego.gov   619-238-6666   SD Public Library

BOOK-A-LIBRARIAN

Renew your library card by video conference

Joining the meeting by mobile device...

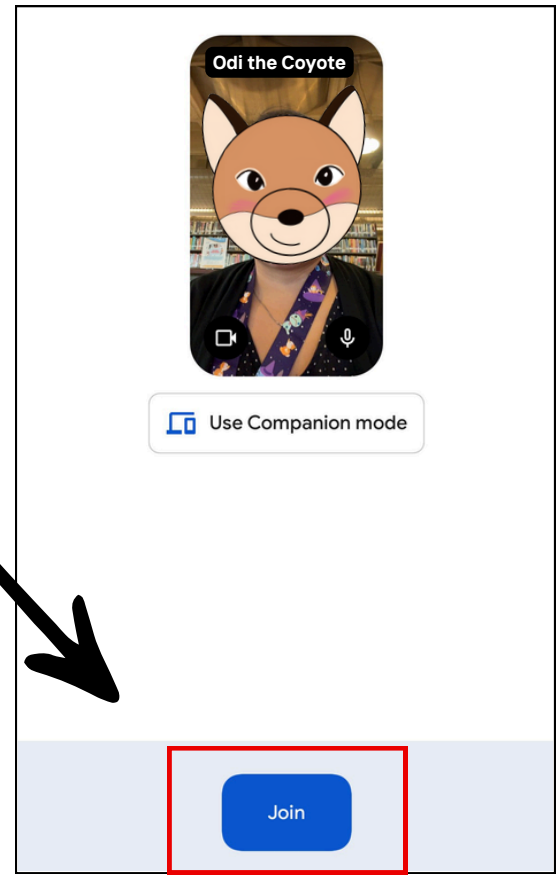After clicking the meeting link from the email confirmation...

Scenario 1:

If you access the meeting link from your Gmail app on your device...

The meeting will automatically launch.

Click the "Join" button and wait for a library staff member to start the meeting.

Odi the Coyote

Use Companion mode

Join

Joining the meeting by mobile device...

After clicking the meeting link from the email confirmation...

Scenario 2:

If you are asked to download the Meet app...

The app is available on **Google Play** (Android) and **App Store** (iOS).

Once you download the app, sign into the app with your Google Account. If you do not have a Google Account, you can **sign up** for one.

Go back to the email confirmation and click the meeting link again. The meeting will launch in the Meet app.

Click the "Join" button and wait for a library staff member to start the meeting.

Odi the Coyote

Use Companion mode

Join

BookALibrarian@sandiego.gov

619-238-6666

SD Public Library