

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

Setting up an Account

1. Go to <https://librarika.com/> and click sign-up at the top of the page (in the blue bar)
2. Sign up using your school/organization email.
3. 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 catalog you may do so in several different ways:

1. Use the Catalog Search at the top by searching for an item by name.
2. Use the Catalog 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 for all other devices). **In the Notes box, you MUST enter where the item will be located (district/building) and who will be responsible for it.** Then click “Submit.”

An email will automatically be sent to the library administrator. You will then need to contact Megan Thompson at Hopewell to arrange item pickup and to 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 else has reserved it.

Hopewell–Region 14 will not mail any items. You or someone you designate (with notice) are responsible for pickup/drop off of items. Make sure to note where the item will be located! As a reminder items are checked out for 60 days for iPads and 180 days for all other devices and then must either be returned or renewed. Thank you!