How to Use the Metro Checkout App

How to Set Up Your Account

- Download the Metro Checkout app from your app store.
- Enter your library card number and PIN code. Your last name is your PIN code.
- Allow the app to share your location when prompted.

- Add other library card numbers for members of your family by tapping the person icon ("Account") at the bottom of your screen.

Start

- After logging in, press "Start" and you're all set!

How to Use Self-Service Checkout

- While inside the library, open the app and tap the "+" sign in the upper right-hand corner. A barcode scanner will pop up. Align the barcode inside the box and start checking out your materials!

How to Pick Up Your Items Curbside

- When you arrive at the library, press the "Pickup" button at the bottom of the screen.
- The welcome screen will display. Tap "Let's Get Started."

- Verify your contact info.
- Enter which spot you're parked in and a description of your vehicle. Enter additional card numbers if picking up materials for other card holders.
- If you've registered for a bonus bag or take-home kit, you can enter that info on the next screen.
- Prepare to have a Metro Library staff member place materials in your back seat or trunk.

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