QUICK START GUIDE
My Collections, Lists, Shelves, and Social Features

Listing, rating and tagging items in the catalog requires you to log in so your activity can be associated with your account. To log in, click on Log In at the top of any page, or use the Log In section on the right side of the main catalog page. Enter your username (or library card number) and 4-digit PIN.

To view your shelves and lists, click on AnyPL (*this name will depend on your local library. For example if your home library is Daly City, the site will say "MY DCPL" or "My SSFPL" for South San Francisco, and so on).* Make a selection under **My Collections.** In addition to social features, logging in lets you change your account settings, place or edit holds and renew checked out materials.


NOTE: The power of BiblioCommons is that it allows you to create and share your shelves, lists, comments, and ratings. You may choose to make Shelves or individual items private, or use BiblioCommons without creating shared content. For more information, please see the Getting Started: Privacy Issues guide.

MY SHELVES

Shelves allow you to save information about library items you want to check out (For Later), items you currently have checked out (In Progress), and items you have checked out in the past (Completed). To add items to your shelves, search for an item and click on the "Add to My Shelves" button to the right of your search result. In the drop down menu, select the shelf where you want to add it.
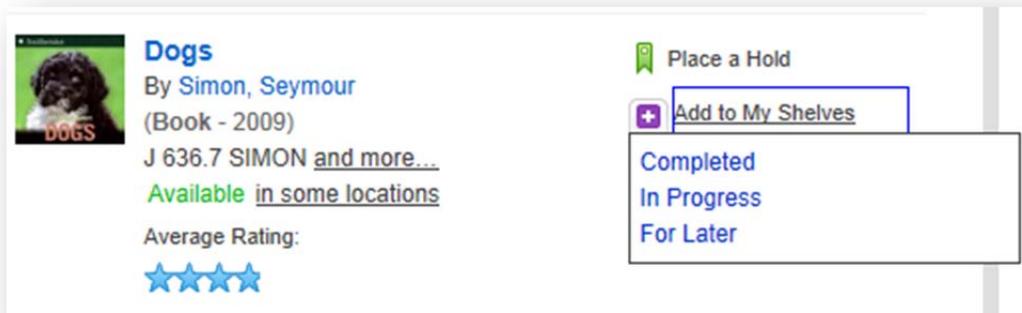
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By default, items on your **Completed** or **In Progress** shelves are public. To exclude a title from public view, click **the Add Details** link to the right of the title to display the pull -down menu, and then click the Keep private checkbox. Private items have a small lock icon next to them. Items you add to **For Later** are private by default.
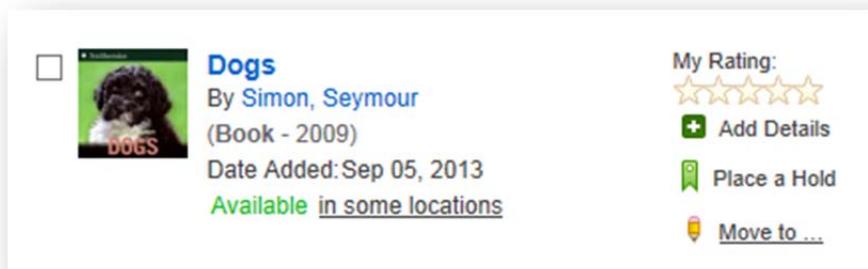
MY LISTS

A list is a collection of related items that you group together to share with other users. A list shouldn't be just a group of titles by an author, since you can do that just by searching, or a list of titles you want to borrow, since you can use your For Later shelf for that. To make a list go to your **My Lists** page and Click the
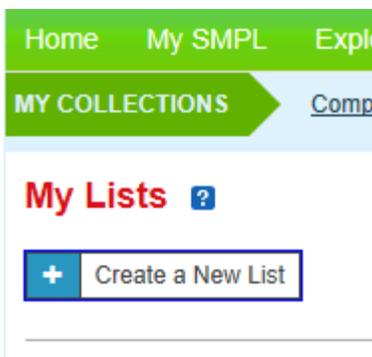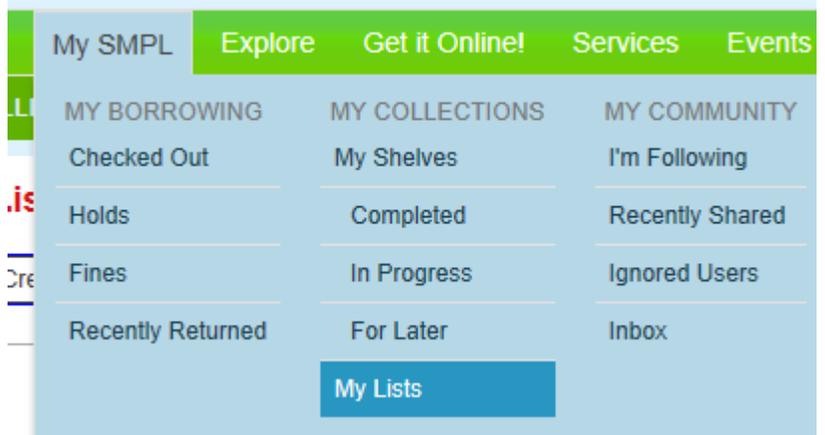
"Create a New List" button. Type in your list name (ex: My Favorites), select list type, write a description and click the Create List button. You can make the list public or keep it private. Add titles to your list by clicking on Add an Item. Select Add Catalog Item and search for items you wish to add. All items in the catalog and even websites can be added to your list. You can create as many lists as you want, but you are limited to 32 items per list.

RATINGS, COMMENTS, TAGS AND MORE

Rating items, making comments, tagging and other social options are ways to help other library catalog users find items and voice your opinions.

The average rating an item receives is displayed as a row of blue stars. Once you have clicked on an item you will be able to rate the item. You can add your own rating by clicking on the empty stars under **My Rating**.

 Add a Comment gives you a pop -up box where you can write anything that you think will help another catalog user make decision about choosing this item. (Please remember that patrons of all ages use the library catalog and use appropriate language.)

Add Tags gives you a pop -up box with several options to provide information about an item and help other users find related items.

Add More gives you other options for adding information about an item. To see all options at once, click on **Edit All**. A separate window will pop up with fields for Similar Titles, Age Suitability, Summary, etc.

This information can all be viewed by other users except for the Private Notes box. If you don't want any of the information you add to an item to be viewed by other catalog users, click the box marked Keep this item private.
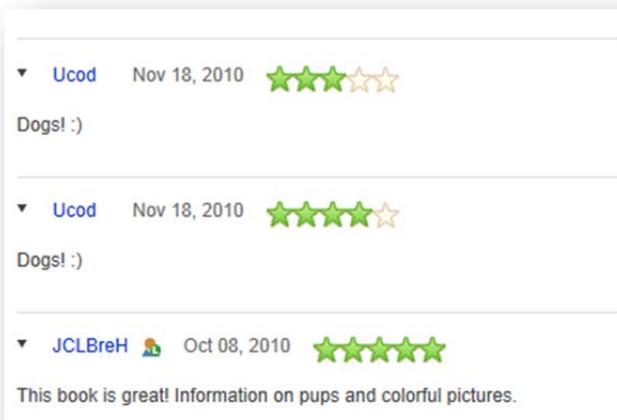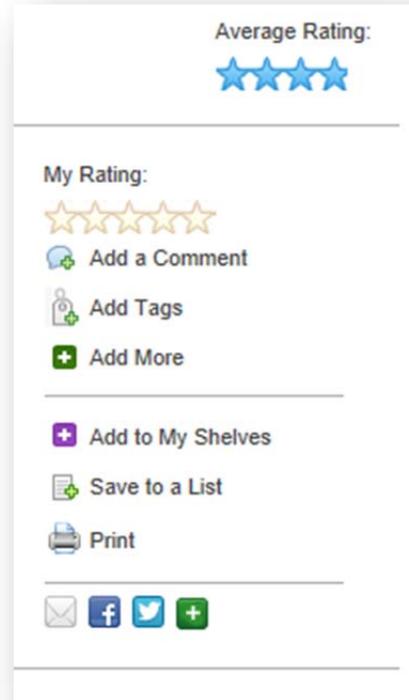
After adding a rating and comment and saving, you can view your contribution at the bottom of the item's listing under Community Activity.

If you added Age Suitability, a Summary, Quote s, or a Video, you can view these by clicking on the tabs under Community Activity. Similar tags and titles are listed on the right side of the item's page.