QUICK START GUIDE
Registration

The Peninsula member libraries are a now within several libraries now using BiblioCommons — a new catalog interface that greatly improves the search experience. Searching for books, eBooks, DVDs, music, and all of our other holdings is easier than ever.
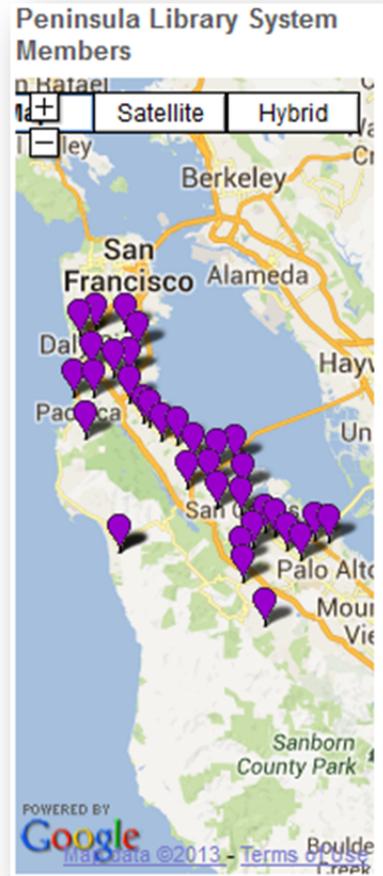
 It is also easy for you to share your expertise in new ways

- Rate and review materials
- add videos
- Create new lists on a theme
- Browse lists from other users you follow.
- Now you can also save items to read later and keep track of what you've already read.

WHAT'S CHANGED

While still enjoying the collaboration and sharing between all 35 library branches throughout PLS; each jurisdiction will now have their own catalog, allowing more flexibility for marketing and promoting local events. The look and feel of your local library catalog will differ from your neighboring city's library, yet you are still sharing materials just as before.

Your My Account information can now be found under **My 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).*

The **My Borrowing** section lists all of your current borrowing activity. From here you can:

- Renew checked out items
- Freeze holds (now called Suspend)
- Check Account Messages

Settings page is where account information can be updated. Click on "My Settings" on the top right
In the Settings Page you can change your

Logged in as libtechie ▾ My Settings Help Log Out

- User ID
- Email
- PIN

To change your phone number or to set up email or phone notifications you will need to contact the library directly.

"For Later Shelf" you can now easily add items to your shelf, these items are saved there permanently and are easily moved to other shelves (In Progress, Competed) or lists

WHAT'S NEW

In registering for the new catalog you can now personalize your experience. This includes:
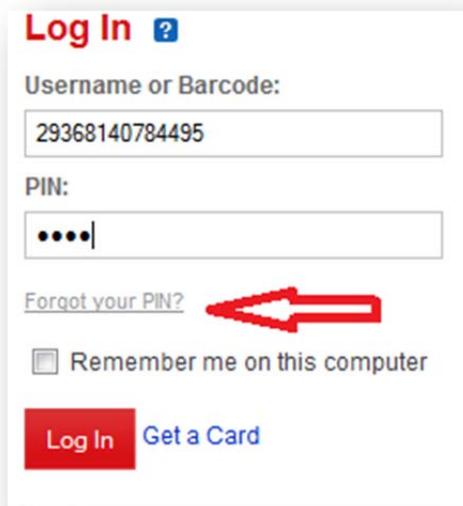
- A new easy-to-remember username for logging in and identifying your contributions.
- Selecting your relevant interest group(s) (e.g. Teacher, Genealogist etc.), which will soon be used to provide you with custom recommendations.
- Selecting your Preferred Branches under Settings, to make it easier to see what's available at our branch and to pre-populate your hold pick-up location.
- A personal landing page that provides an overview of your borrowing (Checked Out, Overdue, Available Holds), up-to-date information about what others have shared, and items from your For Later Shelf that are now available.

RESGITRATION

Please Note: *If you're a first time user, meaning you have never registered for the classic or new catalog, you'll need to register for an account.*

If you had a user account in the classic catalog, all accounts have been transferred to the new catalog.

1. Click on the Log In button in the top right corner of the page.
2. Log in with your library card number (no spaces) and 4 digit PIN

If you don't remember your PIN, click the **Forgot Your PIN** link. A link to reset your PIN will be emailed to you (if you do not receive an email, we may not have your current email address on file!)

The first time you log in, you will be prompted to create a username. You will be able to use this username to login in the future, instead of a 14 digit number, but you can use either your barcode or username to log in. Use the "check availability" button to see if yours is available.

You must choose a username to register, even if you plan to use your library card to log in. If you'd prefer to be anonymous on the site, try to select a username that does not personally identify you— your username will be visible to others if you choose to share content (write reviews, rate materials, create lists). You can change your username at any time.

You will also have the option to select your **preferred language**. Every time you login, your preferred language will display. You will also be able to **"Enable Recently Returned"** feature. This feature is what you know in the classic catalog as "Reading History" in the new catalog you will see every piece of material borrowed and returned to the library. Please note, this information is ONLY VISIBLE TO YOU when you are logged in. This information is NEVER shared with the public.

13 YEARS OLD AND UNDER

Cardholders under the age of 13 may register for BiblioCommons, but due to legal age restrictions they may not write reviews, send messages or create any free-text content. When a person under 13 creates a username he or she selects from a combination of colors and animals.