

DISPLAY IN PUBLIC is a drop down menu. If you are not participating in any of the social aspects or creating book lists, this option is unnecessary.

Any change to your BiblioCommons email will change the email on your library card record as well. Be advised that if you change your PIN this WILL affect the PIN you use for all library functions. That includes the PIN you enter at self-check stations. Unless absolutely necessary, please do not change your PIN.

PREFERENCES allow you to establish your home library location. The default setting is the library where you got your library card. You may change it if you wish. These choices provide the library catalog with information which is used when searching the catalog, placing your holds, and paying your fines and fees.

### PRIVACY

Just like you did in the old catalog, you must tell us that you want to keep a record of your Recently Returned Items.

The *MY COLLECTIONS* settings all deal with the social sharing functions of the catalog. Unless you OPT IN, all the books that you mark In Progress, Completed, or For Later will be shared and visible to all the users in BiblioCommons. If you wish your comments, shelves, and lists to be private, you must check the three boxes in this section. You may change these settings at any time.

MY SETTINGS Personal Information Saved Searches Preferences Privacy

### Privacy

**Recently Returned**

Your public library does not keep records of your borrowing without your direction to do so. However, when you enable the Recently Returned feature, the BiblioCommons system will gather a list of the titles you borrow. The content on your Recently Returned page is visible only to you.

Enable Recently Returned. Disabling will permanently erase your Recently Returned history!

**My Collections**

Use these settings to indicate whether new titles that you add to your shelves, and your comments on those titles, will be visible to others. Titles that are already on your shelves will not be affected by these settings.

Tip: Your Private Notes and Personal Tags for any title will always be PRIVATE. Also remember that you can change the privacy setting for any individual title on your My Shelves pages.

Automatically mark newly added completed items as private.  
 Automatically mark newly added in-progress items as private.  
 Automatically mark newly added for-later items as private.

Save

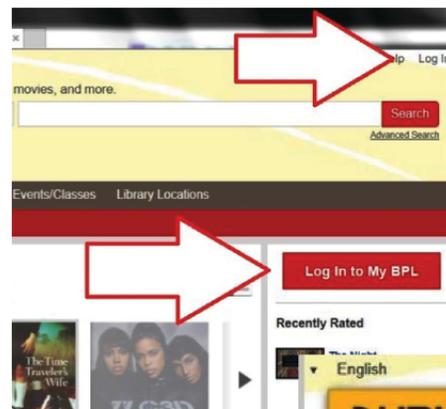
Please consult our [Privacy Statement](#) to learn more about how BiblioCommons protects your private information.



[burlingame.bibliocommons.com](http://burlingame.bibliocommons.com)

### Activating your library account: First Time LOG IN Instructions

Activation is a one-time process and is required of all library card holders. You **MUST** activate your account in order to reserve items online or on the telephone, manage your renewals and holds.



#### STEP ONE:

From the Home Screen, click on either of the LOG IN at the top right corner or the red box LOG IN TO MY BPL .

#### STEP TWO:

You will see the Log In screen next. Enter your library card number and your PIN. The PIN is usually the last 4 digits of your phone number.

Find books, music, movies, and more

**BURLINGAME PUBLIC LIBRARY**

Home My BPL Explore Using the Library Get It Online! Events/Classes

### Log In

Username or Barcode:  
29042

PIN:  
\*\*\*\*

[Forgot your PIN?](#)

Remember me on this computer

Log In Get a Card

## Welcome to your New Catalog!

We've retrieved the following information from your library a

First Name: \*

JOHN

Last Name: \*

TEST

Username:

Date of Birth:

Jan 1901

### STEP THREE:

The Welcome screen will be filled in with information from your library card record. If there are any mistakes, please contact the Circulation Desk.

You may notice the birthday is JAN 1901. This is the default birthday. It does not need to be changed. If you wish to correct it, please contact the Circulation Desk

### STEP FOUR:

To complete activation, you must create a username and accept the terms of use. The username must be unique. Your username can

be changed at any time after activation. The username will be visible when you add reviews and comments or share lists.

Your library card number is private and will never be shared nor visible.

**Important Note About Username:** You may use it to log in, but you do not have to. **You can ALWAYS USE YOUR LIBRARY CARD NUMBER to log in.**

You must accept the BiblioCommons' TERMS OF USE. To do that, just check the box.

If you gave us your email address and are getting emails from the library, the EMAIL ADDRESS box will be filled in with that information. **An email address is not required to complete activation.** Feel free to leave this field empty, if you wish.

Also on this screen is the option to ENABLE RECENTLY RETURNED. Check this box if you want to keep a list of all your returned items in your account.

### FOR CHILDREN'S CARDS:

If you are a child or helping a child activate their library account, you will see a slightly different screen than the adult registration page.

The catalog helps assign a child a user-name through the drop down menus. You select a color and an animal, and then the catalog generates a username. Everything else is the same.

### Almost there!

Please fill in the required fields to complete the registration process

Choose a Username: \*

blue ant

Your username is: blue\_ant\_377

Email Address: \*

e...@hotmail.com

Preferred Language:

English

Enable Recently Returned

**Almost there!** Step 2/2

Please fill in the required fields to complete the registration process.

Create a Username: \*

This field is required.

Email Address: \*

Preferred Language: English

Enable Recently Returned

I accept the Terms of Use \*

Back Register

BURLINGAME PUBLIC LIBRARY

Find books, music, movies, and more.

Keyword Search

Home My BPL Explore Using the Library Get it Online! Events/Classes Library Locations

Logged in as john\_test My Settings Help Log Out

My Settings

Personal Information Saved Searches Preferences Privacy

### STEP FIVE:

Congratulations! You are fully activated and ready to participate in our library's new catalog community!

### OPTIONAL STEPS:

By clicking on the

MY SETTINGS link you may access and manage other aspects of your profile.

Under the PERSONAL INFORMATION link your username, email, preferred language, and PIN may be changed.