

# Burlingame Public Library



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

## Activating Your User Account

- Click Log In in the upper right corner
- Enter your library card number and PIN in the spaces provided.
- *Welcome to your New Catalog* screen is already filled in with information from your library card account.
- You will need to create an original username.
- If you are getting emails from the library, your email address is already filled in. Email is not required for account activation.
- To complete your activation, you must accept the BiblioCommons Terms of Use.
- Congratulations, you are now fully registered and ready to participate in our catalog community!

The screenshot shows the registration page with the following fields and options:

- Language: English
- Search bar: Find books, music, movies, and more.
- Home | My BPL | Explore | Using the Library | Get it Online! | Events/Classes | Library Locations
- MY SETTINGS: Personal Information | Saved Searches | Preferences | Privacy
- Almost there!**  
Please fill in the required fields to complete the registration process.
- Create a Username: \* [input field]
- Email Address: [input field]
- Preferred Language: English [dropdown menu]
- Enable Recently Returned:  [checkbox]
- BiblioCommons Terms of Use**  
Last updated June 17, 2011  
Burlingame Public Library has entered into an agreement with BiblioCommons to provide an online service that easier to track your holds and renewals and find the titles you are looking for. In addition, you may also choose service to share ratings and commentary about the titles you find at Burlingame Public Library, and to connect with BiblioCommons users. When you use the pages in Burlingame Public Library's catalog that say "Powered by BiblioCommons"

## Personal Information

- *Username, Display in Public, and Email* may be changed on this screen.
- Be advised that if you choose to change your PIN this WILL affect the PIN you use for all library functions. Including the PIN you enter at self-check stations. Unless absolutely necessary, please do not change your PIN.

The screenshot shows the user account page with the following information:

- Language: English
- Search bar: Find books, music, movies, and more.
- Home | My BPL | Explore | Using the Library | Get it Online! | Events/Classes | Library Locations
- MY SETTINGS: Personal Information | Saved Searches | Preferences | Privacy
- Personal Information**
- Full Name: JOHN TEST
- Date of Birth: January 1901
- Username: john\_test [input field]
- Display in Public: [dropdown menu with options: Full Name, Username]
- Email Address: na@yahoo.com [input field] (Resend Confirmation)
- Card expiry date: Sep 30, 2016
- Preferred Language: English [dropdown menu]

## Preferences

- Preferences establish your home library location.
- These choices provide the library catalog with information which is used when searching the catalog, placing your reserves, and paying your fees and fines.

## Privacy

- Just as you did in the old catalog, if you want to keep a record of your Recently Returned Items you must tell us by clicking the box.
- The My Collections settings deal with the social sharing functions of the catalog. You *must* check the boxes if you wish your comments, shelves, and lists to be *private*.

The screenshot shows the user preferences page with the following information:

- Language: English
- Search bar: Find books, music, movies, and more.
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- 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!
- Welcome to Your New Catalog!**  
Here's what's new:
  - Find what you want with a better search.
  - Track your borrowing.
  - Rate and review titles you borrow, and share your opinions on them.

BURLINGAME PUBLIC LIBRARY  
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