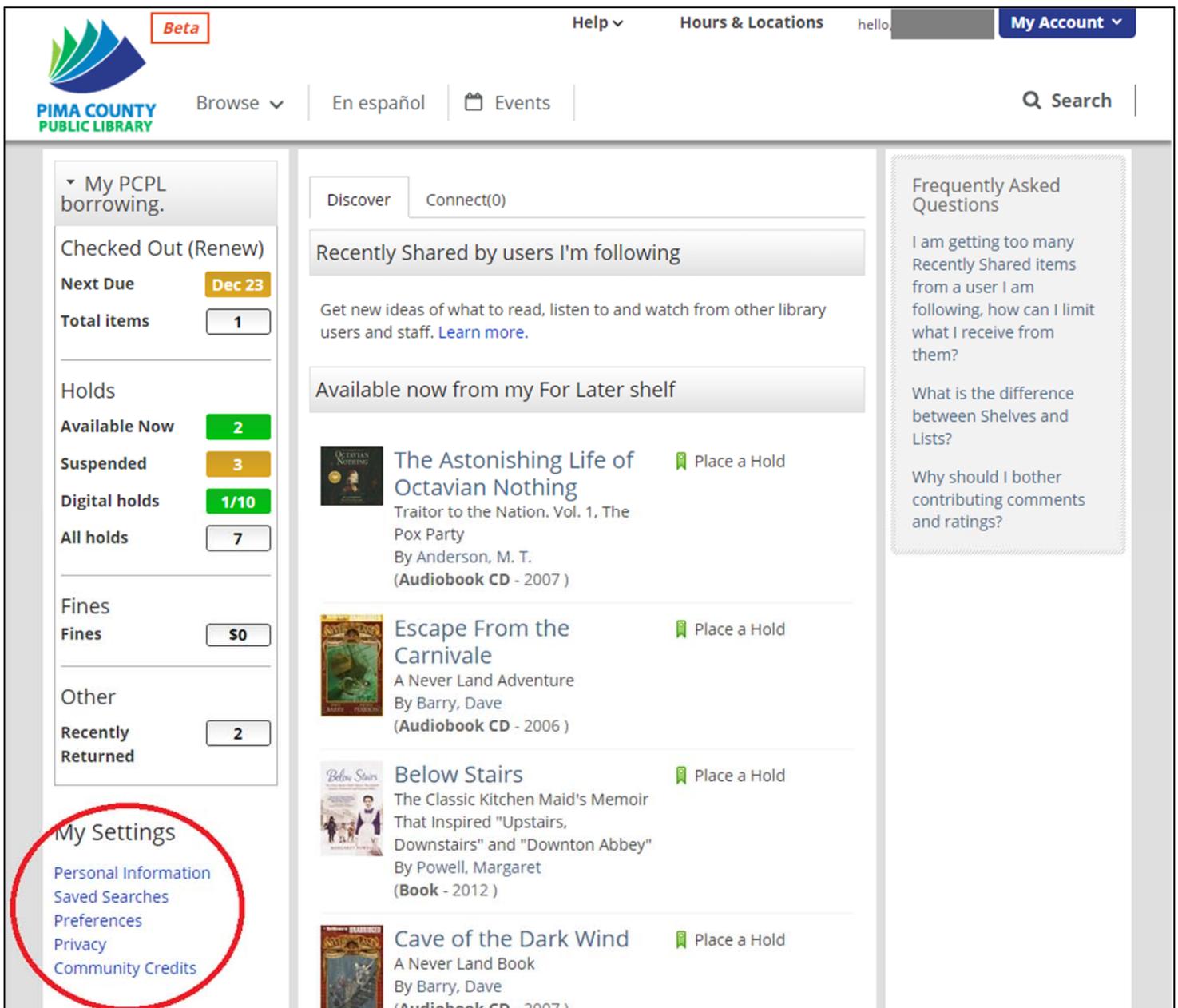


PRIVACY SETTINGS ON THE NEW LIBRARY WEBSITE

MAKE YOUR SHELVES PRIVATE

You can set up your account so that anything you add to your shelves is automatically kept private.

1. Login to your account.
2. Click on **Privacy** in lower left corner under **My Settings**.



The screenshot shows the Pima County Public Library website interface. At the top, there is a navigation bar with the library logo, a 'Beta' badge, and links for 'Help', 'Hours & Locations', and 'My Account'. Below this is a secondary navigation bar with 'Browse', 'En español', 'Events', and a search bar. The main content area is divided into three columns. The left column contains a 'My PCPL borrowing' section with statistics for checked out items, holds, fines, and recently returned items. The middle column features a 'Recently Shared by users I'm following' section with a list of audiobooks and books, each with a 'Place a Hold' button. The right column has a 'Frequently Asked Questions' section. In the bottom left corner, the 'My Settings' menu is circled in red, with 'Privacy' highlighted as the target option.

My Settings

- Personal Information
- Saved Searches
- Preferences
- Privacy
- Community Credits

3. Put **checkmarks** in all boxes on your privacy settings page.
4. Click on **Save**.

Beta Help ▾ Hours & Locations hello My Account ▾

PIMA COUNTY PUBLIC LIBRARY Browse ▾ En español Events Search

[Personal Information](#) [Saved Searches](#) [Preferences](#) [Privacy](#) [Community Credits](#)

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.

For complete privacy of your shelves, make sure all boxes are checked.

[Save](#)

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

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.
- Get personalized recommendations.

Trouble logging in?

[Click here for help.](#)

This privacy setting on your shelves becomes active immediately when you click on Save, but if you added items to your Shelves prior to checking these boxes, you must go into your shelves and mark those items private.

1. Under **My Account**, go to **My Shelves & Lists** (click on Shelves).
2. Click on **Add Details** to the right of the title.
3. Put a checkmark in the box next to **Keep this item private**.
4. A **lock icon** will display for each item that is private.

The screenshot shows the 'My Shelves | Completed' page on the Pima County Public Library website. The page features a sidebar with filters for format, content, audience, form/genre, topic, author, and tags. The main content area lists several books, including 'Gifted', 'Tour De France', 'Looking for Alaska', 'Cute & Easy Crochet', and 'Mindset'. Each book entry includes a lock icon indicating privacy status. A red circle highlights the lock icon for 'Tour De France' with the text: 'The lock symbol shows which items are private on your Completed shelf.' Another red circle highlights the 'Add Details' dropdown menu for 'Gifted', with a text box explaining: 'To make an item on your Completed shelf private, use the Add Details drop-down menu, and select Keep this item private.' A third red circle highlights the 'Keep this item private' checkbox in the dropdown menu for 'Gifted'.

MAKE A PRIVATE LIST

1. Go to **My Shelves & Lists** (click on **Lists**) in the drop-down list under **My Account**.
2. Click on **Add a New List**.
3. Click the check box next to **Make this list private**.
4. Click **Create List**.

Beta Help ▾ Hours & Locations hello My Account ▾

PIMA COUNTY PUBLIC LIBRARY Browse ▾ En español Events Search

Completed In Progress For Later My Lists

Create a List

Lists are a great way to help other people find items that you recommend. You can create lists that include titles from the catalog or links to websites. You can even link to other lists.

Lists can have a maximum of **32 items**. If you're creating a list of books that you want to read yourself, why not add them to your **For Later shelf** instead?

List Type: *

Other ▾

List Name: *

List description:

What do they have in common? What did you like? Tell other readers why!

List Scope:

THIS LIBRARY ▾

List Language:

English ▾

This list is of interest to users:

everywhere ▾

Make this list private

Create List Cancel

Frequently Asked Questions

- What's a list?
- How do I create a list?
- Can I change the order of items on a list?