

## REGISTERING ON THE NEW LIBRARY WEBSITE

Hover over Log In / My Account and click on the Log In button.

The screenshot shows the Pima County Public Library website interface. At the top right, the 'Log In / My Account' link is highlighted, and a dropdown menu is open. The menu items are: My Account Summary, My Borrowing, Checked Out (Renew), Holds, Fines, My Shelves & Lists, My Community, My Settings, and a blue 'Log In' button which is circled in red. The main content area includes an 'EVENT SPOTLIGHT' for Thursday, January 15, 2015, with events at Robert Conine, The Drawing Studio, Wes Jernigan, and Salazar-Ajo. There is also a 'BOOKS & AUTHORS' section for 'Find Me' by Dan Baldwin and a 'FEATURED' section with a photo of a woman and a 'NEWS' section titled 'Welcome to the Library's new website!'.

pima.bibliocommons.com/user/login?destination=http://pima.bibliocommons.com/dashboard/user\_dashboard

Enter your library card number and PIN, then click on Log In.

Log In | Pima County Public Library

Send us feedback!

Help Hours & Locations Log In / My Account

PIMA COUNTY PUBLIC LIBRARY

Browse Research & Learn En español Events Search

### Log In

**Mission Library will be closed for renovation Jan. 10 - Mar. 19. Items cannot be reserved for pickup at this location. A partir del 10 de enero la Biblioteca Mission permanecerá cerrado por dos meses debido a renovaciones al edificio. No se podrá reservar ni recoger artículos de esta biblioteca.**

Username or Barcode:  
21152030917342

PIN:  
••••

[Forgot your PIN?](#)

Remember me on this computer

[Log In](#)

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.](#)

**Services**  
Ask a Librarian  
Digital Media: eBooks & More  
Homework Center  
Human & Community Services in Pima County  
Jobs & Careers  
New and On Order Titles  
Research & Learn  
Seed Library

**Using the Library**  
Classic Catalog & My Account  
Computers & Technology  
Library Cards  
Meeting Rooms  
Suggest a Purchase  
Welcome to the Library: Videos for Non-English Speakers

**About the Library**  
About Us  
Contact Us  
FAQs  
Holiday Closures  
Hours & Locations  
Library Administration  
Policies & Guidelines  
Social Media

**En español**  
¡Descubre tu biblioteca!  
Nuevos Títulos  
Comunicate con nosotros  
Días Festivos  
Preguntas frecuentes

**Support the Library**  
Donations  
Friends of the Library  
Pima Library Foundation  
Volunteer

**Contact Us**  
Pima County Public Library  
101 N. Stone Avenue  
Tucson, AZ 85701  
(520) 791-4010 Infoline

[Website Feedback](#)

Verify the information on this screen, and if necessary, enter your birth month and year. Click on Next.

The screenshot shows a web browser window displaying the registration page for Pima County Public Library. The browser's address bar shows the URL <https://pima.bibliocommons.com/user/registration>. The page header includes the library logo, a "Send us feedback!" button, and navigation links for "Help", "Hours & Locations", and "Log In / My Account". A search bar is located in the top right corner.

The main content area features a "Welcome to your New Catalog!" heading and "Step 1/2" indicator. Below this, a message states: "We've retrieved the following information from your library account. If any of the information is incorrect please contact your library." The registration form contains the following fields:

- First Name:** \* CSO TEST
- Last Name:** \* BiblioCommons
- Username:**
- Email Address:** virtual.library@pima.gov
- Date of Birth:** Jan 1970

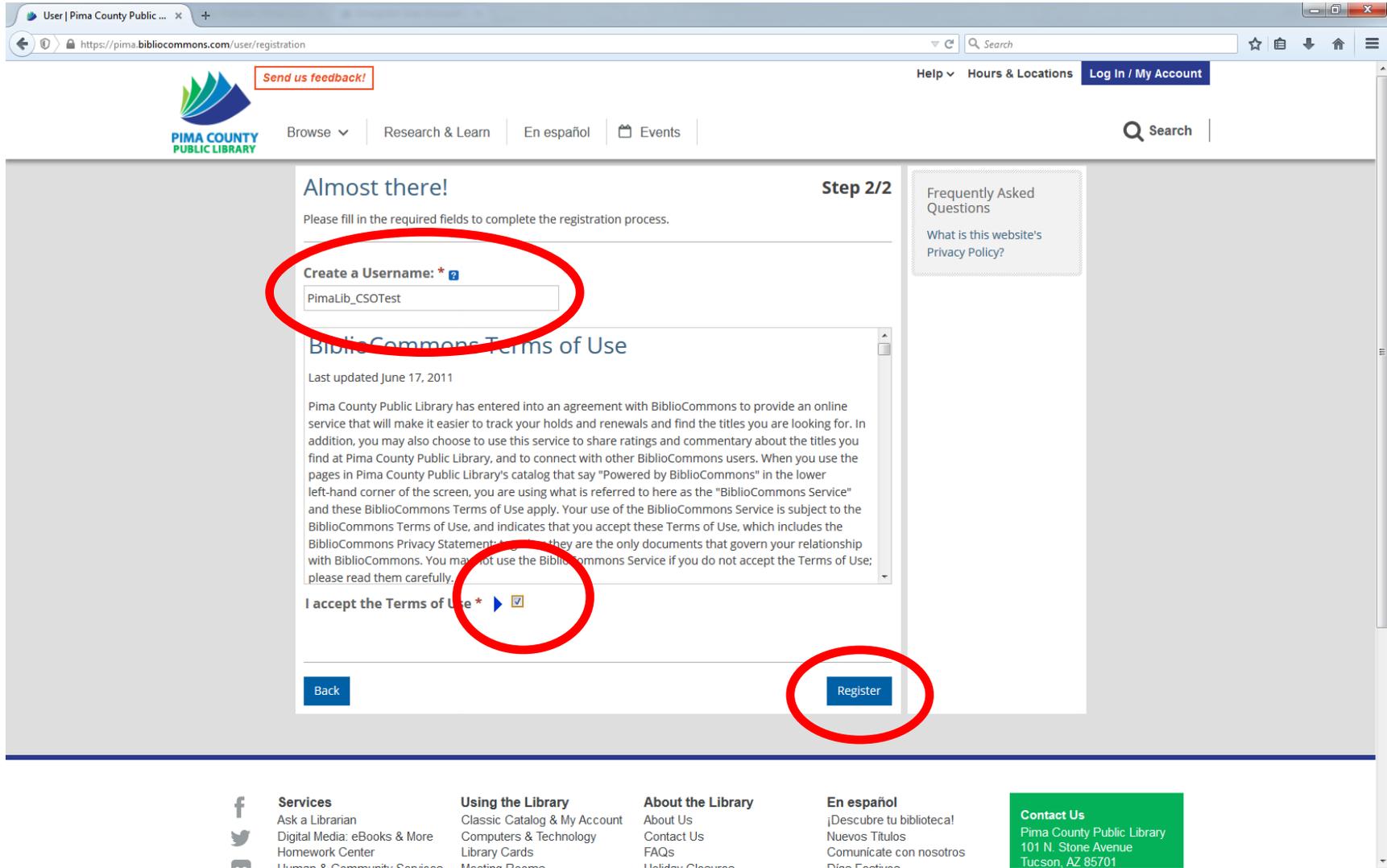
A blue "Next" button is located at the bottom right of the form, circled in red. To the right of the form is a "Frequently Asked Questions" section with a link for "What is this website's Privacy Policy?".

The footer contains several columns of links:

- Services:** Ask a Librarian, Digital Media: eBooks & More, Homework Center, Human & Community Services in Pima County.
- Using the Library:** Classic Catalog & My Account, Computers & Technology, Library Cards, Meeting Rooms, Suggest a Purchase.
- About the Library:** About Us, Contact Us, FAQs, Holiday Closures, Hours & Locations.
- En español:** ¡Descubre tu biblioteca!, Nuevos Títulos, Comunícate con nosotros, Días Festivos, Preguntas frecuentes.
- Contact Us:** Pima County Public Library, 101 N. Stone Avenue, Tucson, AZ 85701, (520) 791-4010 Infoline.

On this screen, you will create a username and agree to the terms of service, then click on Register.

Here's what it looks like all filled in.



On this screen, you will want to Enable Recently Returned to keep your Reading History, then Import List Items to bring them over from the old site.

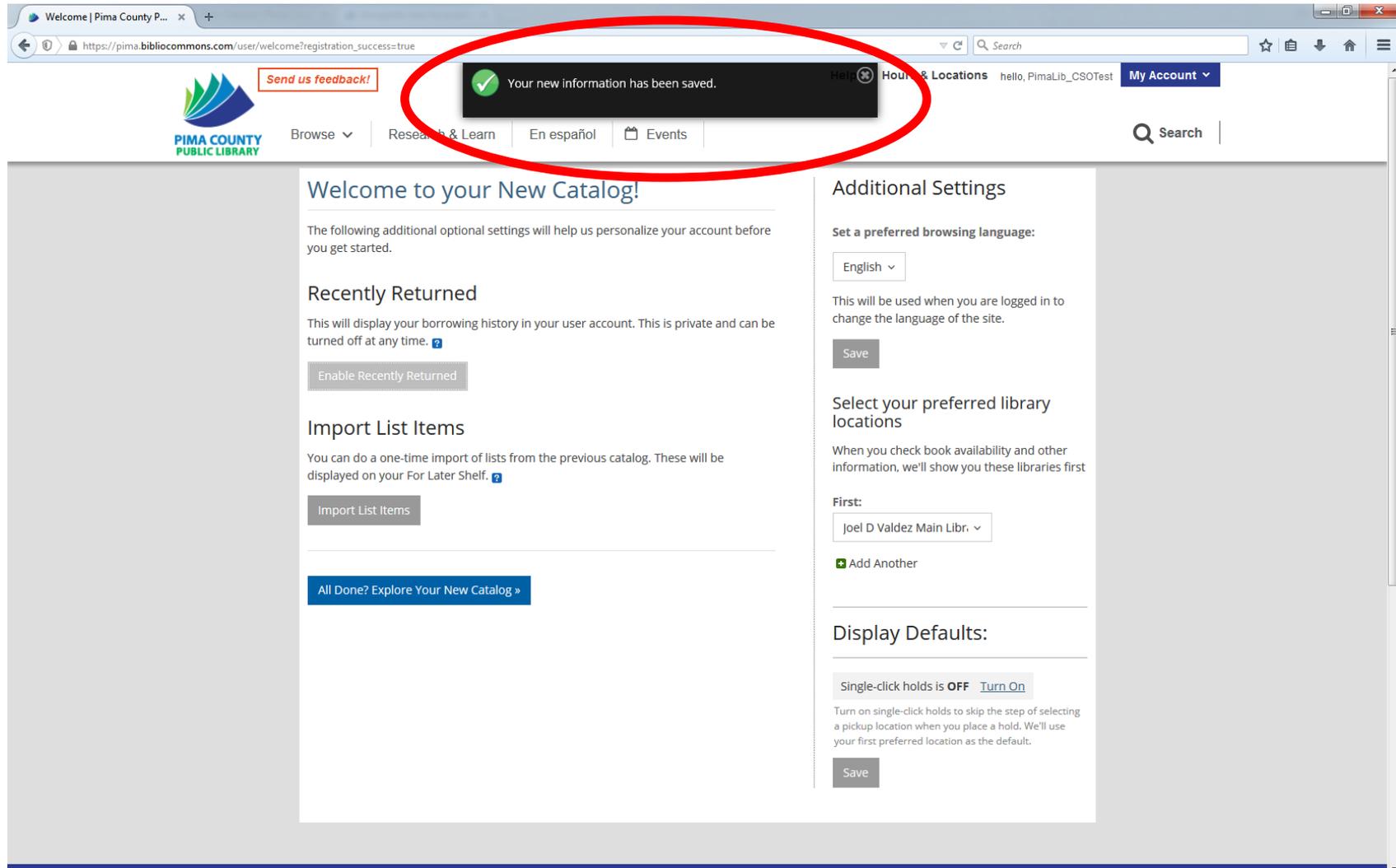
The screenshot shows a web browser window with the URL [https://pima.bibliocommons.com/user/welcome?registration\\_success=true](https://pima.bibliocommons.com/user/welcome?registration_success=true). The page header includes the Pima County Public Library logo, navigation links like 'Browse', 'Research & Learn', and 'En español', and a search bar. A 'Send us feedback!' button is visible in the top left. The main content area is titled 'Welcome to your New Catalog!' and contains the following sections:

- Recently Returned:** A section explaining that this will display borrowing history. A button labeled 'Enable Recently Returned' is circled in red with a red arrow pointing to it.
- Import List Items:** A section explaining that users can do a one-time import of lists from the previous catalog. A button labeled 'Import List Items' is circled in red with a red arrow pointing to it.

On the right side, there is an 'Additional Settings' panel with the following options:

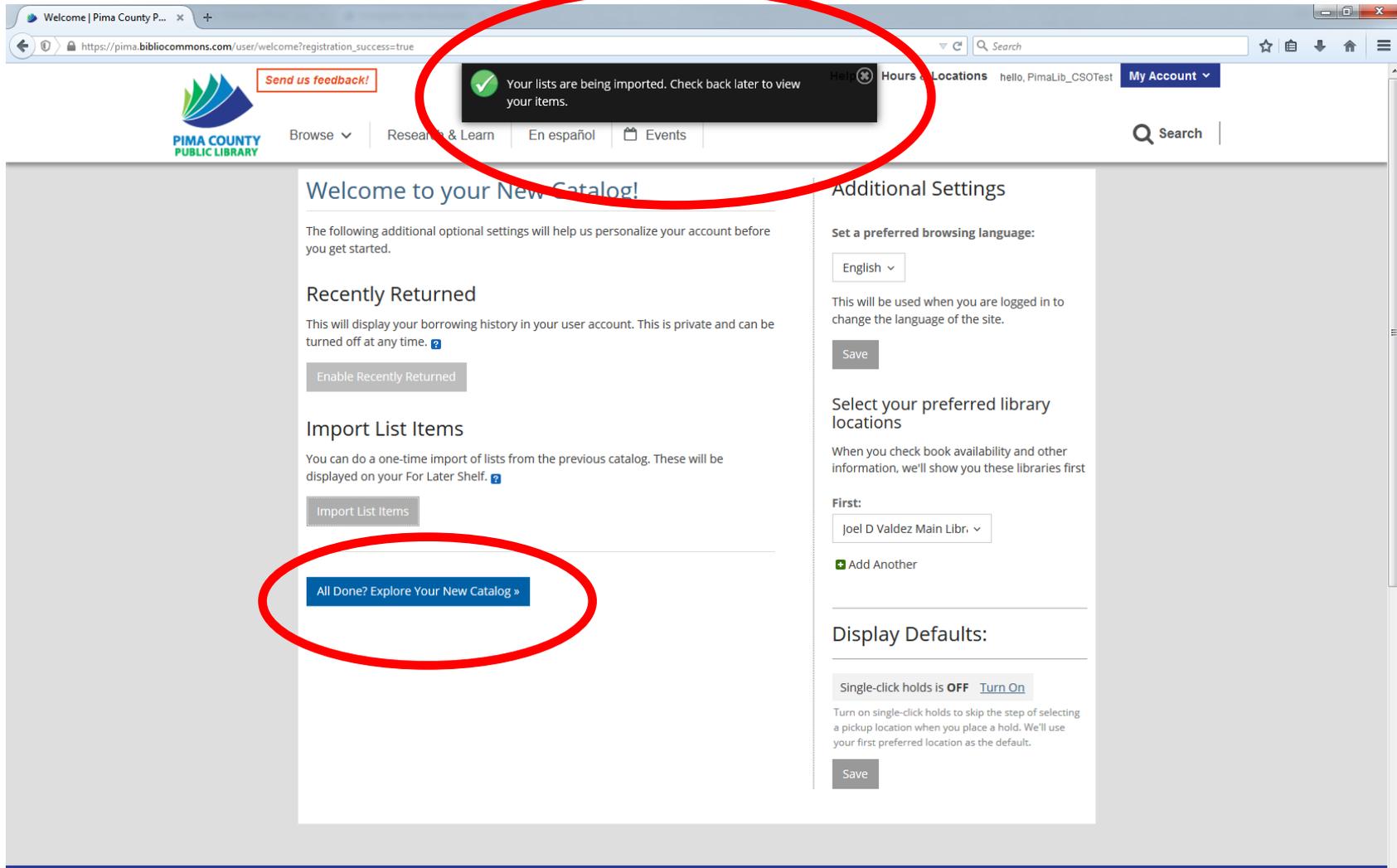
- Set a preferred browsing language:** A dropdown menu set to 'English' and a 'Save' button.
- Select your preferred library locations:** A section explaining that this information will be used to show libraries first. A dropdown menu is set to 'Joel D Valdez Main Libr.' and there is an 'Add Another' button.
- Display Defaults:** A section with a toggle for 'Single-click holds is OFF' and a 'Turn On' link, followed by a 'Save' button.

This is what you see after clicking on the Enable Recently Returned button.



This is what you will see after you click on Import List Items.

You can then click on All Done? Explore Your New Catalog.



Once you're logged in, you may want to set your Privacy settings. To do this, click on Privacy at the bottom left side of your screen.

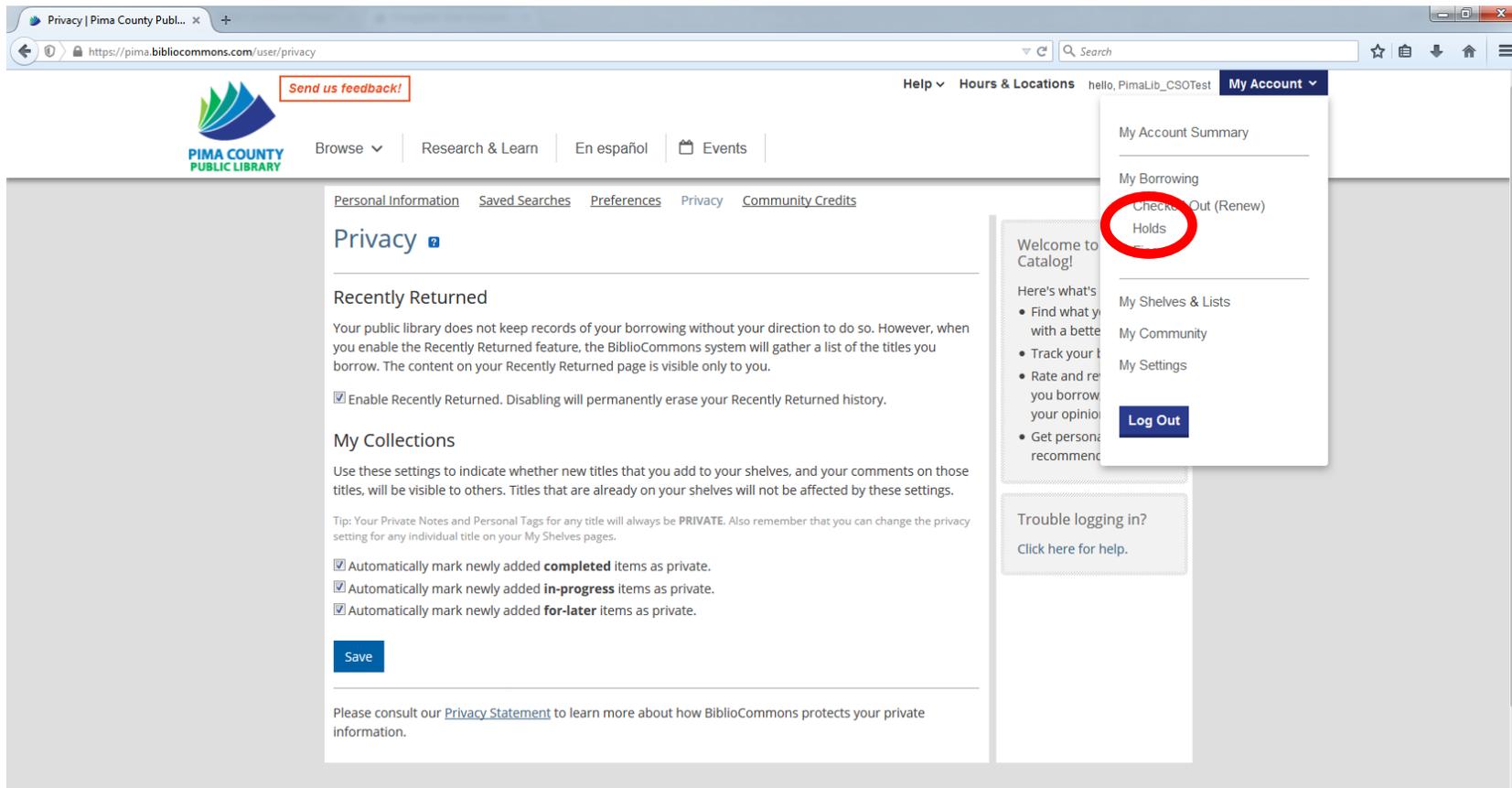
The screenshot shows the user dashboard for Pima County Public Library. The page layout includes a top navigation bar with the library logo, a search bar, and links for 'Help', 'Hours & Locations', and 'My Account'. Below the navigation bar, there are sections for 'My PCPL borrowing' (Checked Out, Holds, Fines, Other) and 'My Settings' (Personal Information, Saved Searches, Preferences, Privacy, Community Credits). The 'Privacy' link is circled in red. The main content area features 'Recently Shared by users I'm following' and 'Available now from my For Later shelf' sections. A 'Frequently Asked Questions' sidebar is also visible on the right.

Put check marks in the three boxes on this page to keep your Shelves completely private, so that only you can see them.

Then click on Save.

The screenshot shows the 'Privacy' settings page on the Pima County Public Library BiblioCommons website. The page is titled 'Privacy' and includes a navigation menu with links for 'Personal Information', 'Saved Searches', 'Preferences', 'Privacy', and 'Community Credits'. The 'Recently Returned' section contains a checkbox labeled 'Enable Recently Returned' which is checked. The 'My Collections' section contains three checkboxes, all of which are checked: 'Automatically mark newly added **completed** items as private.', 'Automatically mark newly added **in-progress** items as private.', and 'Automatically mark newly added **for-later** items as private.'. A red arrow points to the 'Save' button at the bottom of the form, which is also circled in red. The page also features a 'Send us feedback!' button, a search bar, and a 'Welcome to Your New Catalog!' message on the right side.

A new feature in the website that will make placing holds easier is called One-Click Holds. To enable it, click on Holds in the My Account menu.

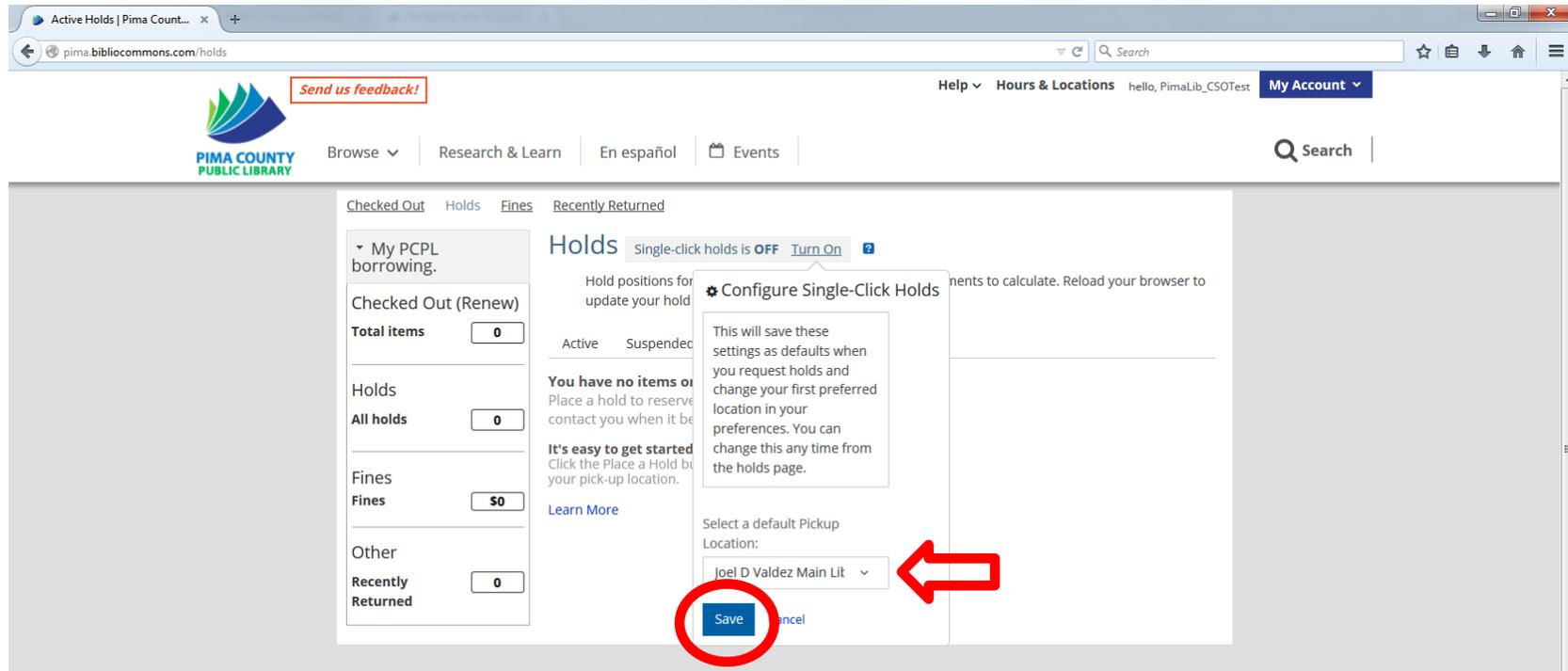


Then click on Turn On.

The screenshot shows a web browser window with the URL `pima.bibliocommons.com/holds`. The page header includes the Pima County Public Library logo, a "Send us feedback!" button, and navigation links for "Browse", "Research & Learn", "En español", and "Events". A search bar is also present. The main content area is titled "Holds" and features a "Turn On" button circled in red. Below the title, there is a message: "Hold positions for recently placed holds may take a few moments to calculate. Reload your browser to update your hold positions." The page also displays a summary of borrowing statistics: "My PCPL borrowing" (0 items), "Checked Out (Renew)" (0 items), "Holds" (0 items), "Fines" (\$0), and "Other Recently Returned" (0 items). A "Learn More" link is provided at the bottom of the page.

You will be asked to select a library location as your default pick-up location. All of the holds you place will be sent to the location you select.

Then click on Save.



Your account is now set up.