

Your SPARK Account

TO ACCESS: On the library's website, www.greenfreelibrary.org, click on **Catalog/Log In** on the left sidebar. Go to upper right where it says **My Account** & enter your library barcode (case sensitive) as your username. Enter the password you were given from the library or call the library for the password.

TO SEARCH: Click on **Catalog/Log In** on the left sidebar on the library website as instructed above. This will take you to the Spark search page, where you can search for items in our library by a variety of options. On that page, you also will want to set your search preferences to narrow the search only to **Green Free Library (Wellsboro)** on the drop-down menu. You also can limit your search in the future to only **Green Free Library (Wellsboro)** by setting that under **Account Preferences** and then under **Search and History Preferences**, you will be able to choose **Green Free Library (Wellsboro)** via a drop-down menu.

TO PLACE A HOLD: Click **Place Hold** button on the item on the search results page or on the page for the item. Make sure your phone number or email is correct, then click on **Submit**. Also make sure that the pickup location is **Green Free Library/Wellsboro**.

TO RENEW: Sign into **My Account** & click on **Items Checked Out** tab. A list of items you have out will appear. Click in the box to left of the title(s) you would like to renew and click on **Renew Selected Titles**.

SAVE HISTORY: Sign into **My Account**, click **Account Preferences**, then **Search and History Preferences**, and check the box next to **Keep history of saved items**.

MY LISTS: Create lists of books you have read and share them with others. Under **My Account** click **My Lists** to create your first list.