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.