

Your SPARK Account

TO ACCESS: On the library's website, www.greenfreelibrary.org, click on **Search Catalog** at the top left of the page underneath the green bar at the top of the page. Go to upper right where it says **My Account** & enter your library barcode (including the letters GFL, case sensitive) as your username. Enter the password, which, unless you change it, is the first four digits of the phone number on your account. Call the library if you have issues accessing your account.

TO SEARCH: Click on **Search Catalog** at the top left of the page 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 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**. It will start saving your history from that point onward.

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

In SPARK: Using Baskets, Booklists, & Bookshelves

BOOKSHELF: This is meant primarily for private use and includes three categories **Completed**, **In progress**, and **For later**. You can only add items from the library's collection.

BOOKLIST: This is meant to be shared with others, often for a specific purpose, for example, a resource for teachers or a list of recommendations for a friend. You can create a booklist via **Booklists** or **My Account**, both at the top right of the Catalog page. Create a booklist with title, description, and a target audience of children, young adult, or adult.

Options in booklist include:

- Making **Draft**, **Public**, or **Private**. Drafts are only for you. Private is for you and for whomever you choose to share with. Public is for everyone.
- Adding URLs to external sites.
- Sharing links and PDFs with others.

BASKET: This is meant to place multiple holds on a batch of titles. Once you have items in the basket, look for the basket icon at the top right of the page, click **View Basket**, then under the dropdown menu that reads **Actions for these items**, click on the option to **Place hold**, **Print title details** or **Email item details**, or **Move selected items to list** of a booklist that you have created. When done, be sure to clear the basket, especially when placing holds. Records stay in baskets until they are cleared or the session ends.

If you have any questions, call the library at 570-724-4876 or email FrontDesk@greenfreelibrary.org for assistance. A staff member will respond as soon as possible.