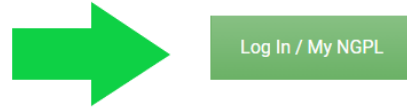


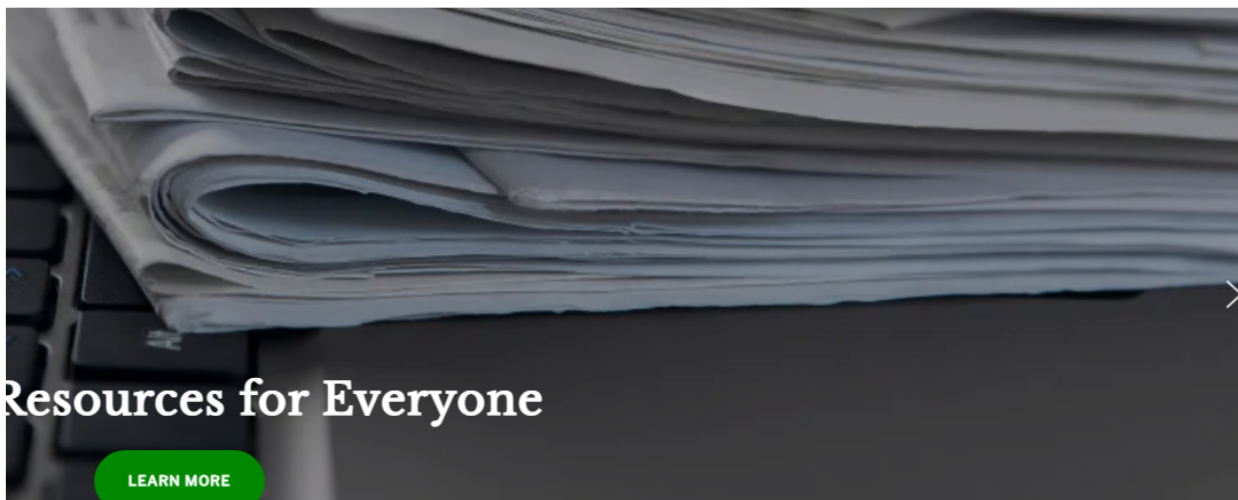
## How to Register for the NGPL BiblioCommons Catalogue

If you are interested in checking out and placing holds on the North Grenville Public Library's extensive collection of eBooks and eAudiobooks, or simply browsing through what books, DVDs, magazines and other items we have on-site, all you need to do is follow these instructions:

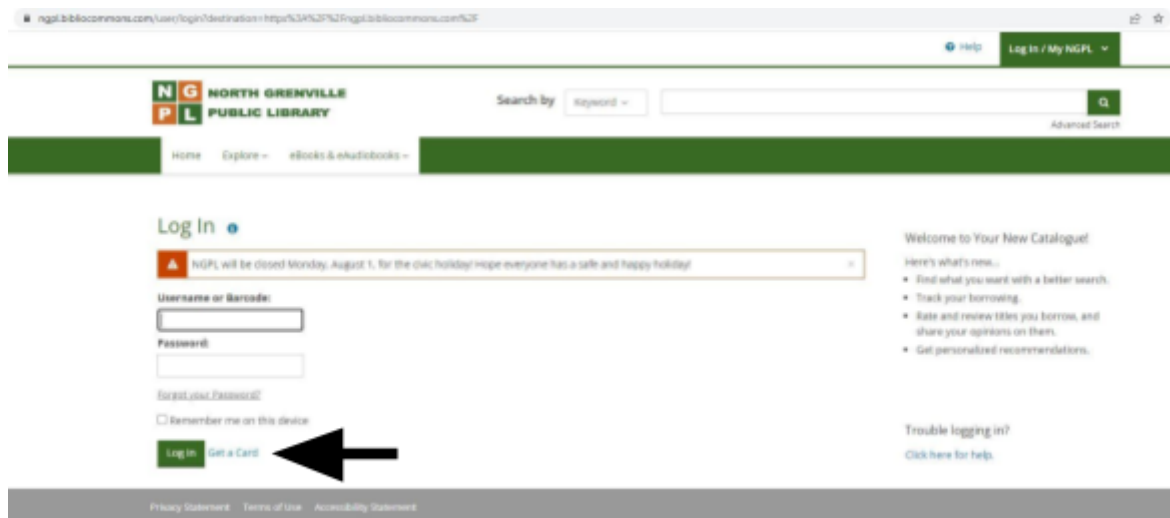
**Step 1:** Go to the [ngpl.ca](http://ngpl.ca) home screen and click on "Log in / My NGPL" button in the top right corner.



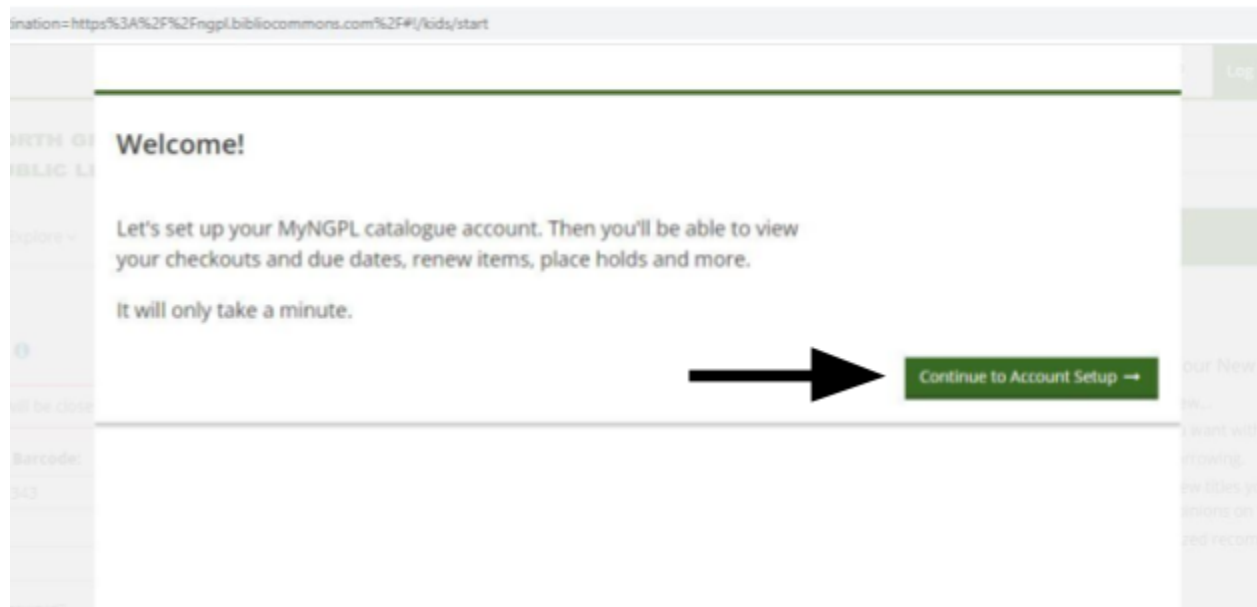
[Support Us](#) [Books & More](#) [eLibrary](#) [Programs](#) [Services](#) [About Us](#) [Gallery](#)



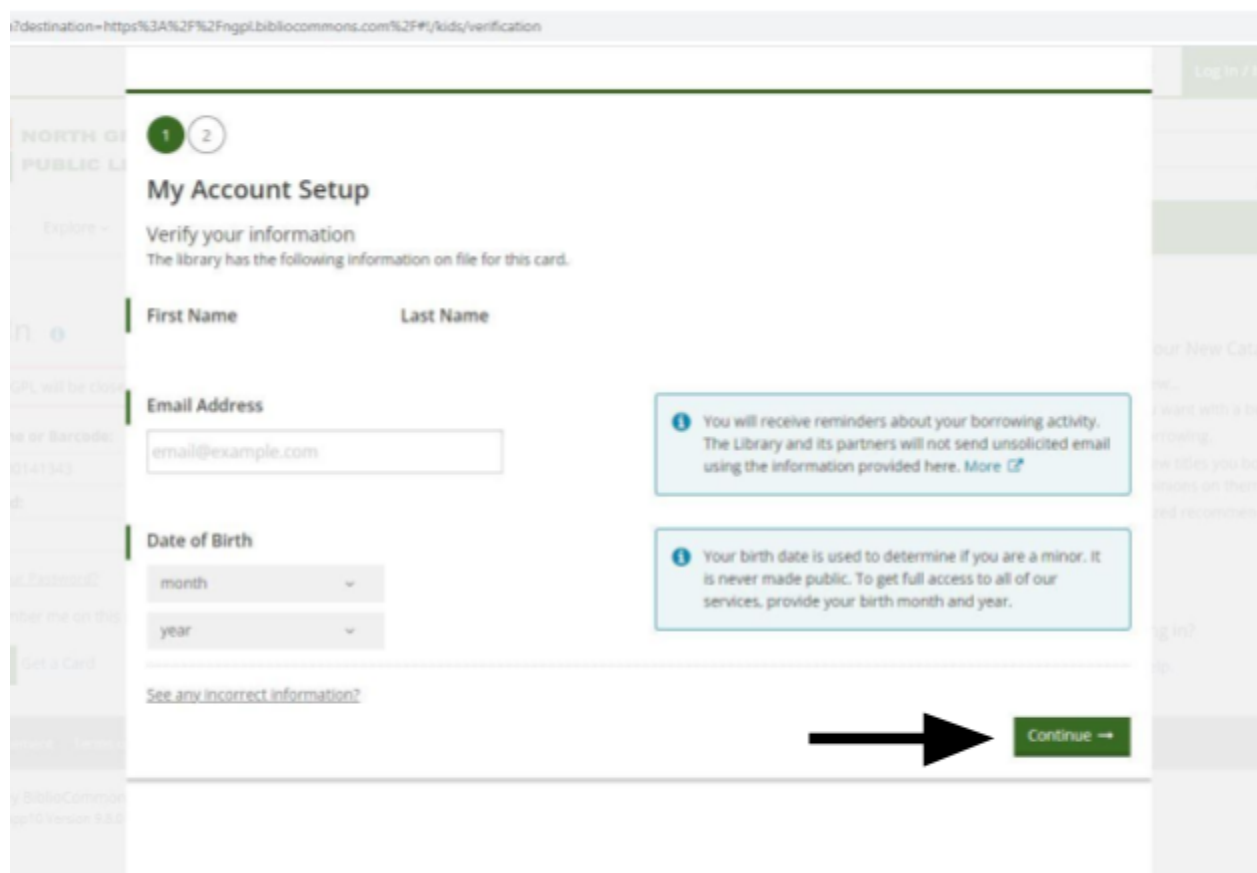
**Step 2:** In the resulting log-in menu, insert the 14-digit number that is on your library card in the "Username or Barcode" box and your 4-digit pin number in the "Password" box. After you are done with that, click the "Log In" button at the bottom left.



**Step 3:** You should then come across the pop-up shown below. Click the “Continue to Account Setup” button.



**Step 4:** This will take you to Part #1 of the account setup process. All that is required for this section is the verification of your name, email address, and date of birth. Insert the correct information in the appropriate boxes and click the “Continue” button in the bottom right.



**Step 5:** This will take you to Part #2 of the account setup process. In this section, you must create a username for your account and read and agree to the terms and conditions that are outlined in

the “Bibliocommons Terms of Use.” Once you have done so, insert your chosen username in the box. Check the box next to the statement “I accept the following terms” to agree to the terms and conditions and click the “Complete Account Setup” button in the bottom right.

destination=https%3A%2F%2Fngpl.bibliocommons.com%2F#/transitional/username\_creation

NORTH G  
PUBLIC LI

1 0

2

### My Account Setup

Create a username to complete your account setup

All fields are required

#### Create a Username

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or Barcode:

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Barcode:

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Get a Card

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← Back to previous step

Complete Account Setup

Step 6: Click the “Continue to My Account” button on the resulting pop-up.

destination=https%3A%2F%2Fngpl.bibliocommons.com%2F#/transitional/finish

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### Your account is now set up!

Your username is:

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Go back to what I was doing

Continue to My Account →

Step 7: From here, you can personalize your account by selecting or deselecting a few suggested options, such as browsing history, importing content, and privacy defaults. Once you are finished personalizing your account, click the “All Done? Explore Your New Catalog” button in the bottom left.

**NG NORTH GRENVILLE PUBLIC LIBRARY**

Search by   Advanced Search

Home Explore eBooks & eAudiobooks

### Welcome to your New Catalogue!

The following additional optional settings will help us personalize your account before you get started.

#### Borrowing History

This will display your borrowing history in your user account. This is private and can be turned off at any time.

#### Import Content from Previous Catalogue

You can do a one-time import of your content from the previous catalog. Click the button below to trigger an import request.

#### Privacy Defaults

##### My Shelves

- 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.

#### Additional Settings

##### Select your preferred library locations

When you check book availability and other information, we'll show you these libraries first.

**First:**

Add Another

---

##### Display Defaults:

###### Community Content

- Hide spoiler content by default
- Hide offensive content by default

Step 8: Now you are accessing your dashboard. This gives you a multitude of options, everything from seeing what books you currently have checked out to receiving suggestions of what you might want to read next. Feel free to use some or all of the provided features.

ngplbibliocommons.com/user/dashboard

**NG NORTH GRENVILLE PUBLIC LIBRARY**

Search by   Advanced Search

Home Explore eBooks & eAudiobooks

## My Library Dashboard

Welcome **SophiaBlakey!** More information

#### My Borrowing at North Greenville Public Library

Checked Out	0 >
On Hold	0 >
Fees	\$0.00 >

---

#### My Profile

**SophiaBlakey**  
North Greenville Public Library

---

#### My Collections

##### On my shelves

Keep a record of everything you've read, watched or listened to, and currently reading, watching or listening to, or want to borrow in the future.

#### Import Content from Previous Catalogue

You can do a one-time import of your content from the previous catalog. Click the button below to trigger an import request.

Don't show this message again

---

**GET STARTED**



### My For Later Shelf

Keep a reference of the items you would like to read, listen to, or watch in the future. When these items become available, they will show here


---

**GET STARTED**  YOUR ACTIVITY FEED IS PUBLIC. [Make private](#)

For Later →  
In Progress →  
Completed →  
**Lists**  
Create themed lists and share your recommendations within the library community.  
[Get started →](#)

  
**Get Active**  
When a user contributes to the site by adding items to shelves, creating and liking lists, and adding comments and ratings, the activity will appear here.   
You can keep your contributions private or public: [manage privacy](#) The contributions you share will be featured in the library's online catalog to help other members get ideas of what to borrow next.

**GET IDEAS**

  
**Follow Others**  
Get ideas of what to read, listen to and watch...  
When you come across interesting lists and content created by staff and other library members, you can choose to follow them and stay up to date with their contributions. When they contribute something new, you will see it here.

Tell us about your online library experience  
We'd love to hear what you think [Share feedback](#)

## Step 9: Happy Accounting!