

# Borrowing Access

## Full-Service and Limited-Service Cards

While most Berks County Public Libraries cardholders may borrow physical and digital materials from all member library locations, there are a few exceptions.

Anyone who lives, works, or attends school in Berks County is eligible for a **Full-Service** library card. This allows access to physical library materials, countywide digital media services (including OverDrive), and Inter-Library Loans (ILL). If you do not currently have a Full-Service card but live, work, or attend school in Berks County, please visit your local library with proof of eligibility to receive your card.

**Limited-Service** cards are issued to any Pennsylvania resident outside of Berks County, granting them access to physical library materials with some exceptions for special collections. Those with Limited Service cards may not access digital media services including books available through OverDrive/Libby. Please reach out to your library for questions about eligibility and access.

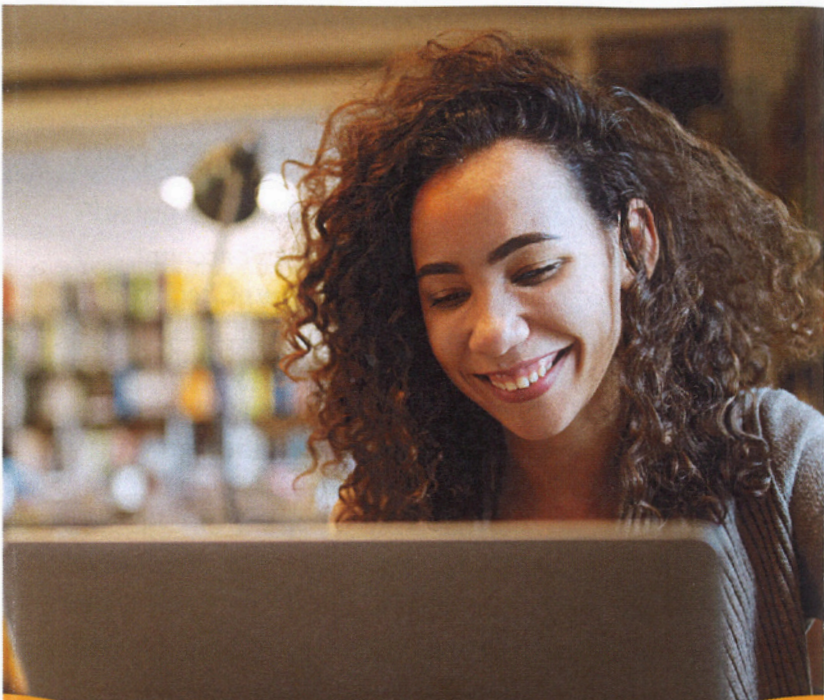
The countywide Borrowing Policy provides additional details on Full- and Limited-Service library cards along with information on cardholder privileges. Please visit [www.berkslibraries.org/services/using-the-library](http://www.berkslibraries.org/services/using-the-library) to view the full policy.

## Individual Library Resources

Some libraries in the Berks County Public Libraries System subscribe to digital services reserved for their patrons. These resources are not available for countywide access and may only be utilized by patrons registered to the subscribing library.

These resources may include:

- Hoopla
- Odilo
- A to Z Databases
- Newsbank




**A PATRON'S GUIDE TO THE**

# SPARK

**LIBRARY CATALOG**

**BERKS COUNTY PUBLIC LIBRARIES**



April 2024

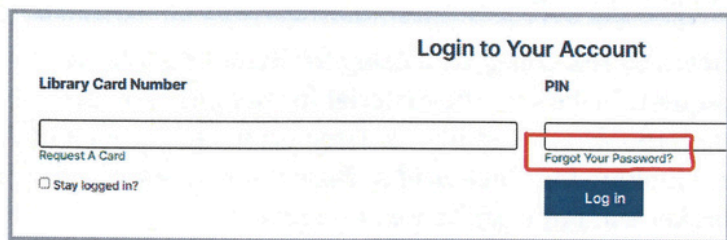


# Account Features

## Log in to Your Account

To log in to your library account, you will need to enter your library card number or username along with your Personal Identification Number (PIN).

When accounts migrated to the new system in February 2024, the default PIN became the last four digits of the phone number on the account.



You can update the PIN by using the [Forgot Your Password?](#) option when signing in. You will need to know the email associated with your account to reset your PIN online. You will not receive a reset link via email if the email address is not linked to your library account.

If you would like to change your existing PIN or create a username rather than using your library card number, you can change this option by logging in to your account, going to [Preferences](#) on the left side of the screen, and clicking on [Personal Information](#). There will be an option to change the current password or update your username which defaults to your library card number.

## Updating Notification Preferences

When your holds are ready to be picked up, your library will alert you through your preferred notification method. To update your notification settings, log in to your account and click on the [Preferences](#) option on the left side of the screen. Select [Notifications](#) from the available options and change your selections before clicking [Save](#) at the bottom of the screen to confirm your changes.

## Updating Reading History

While reading histories were not carried over from the previous system, this feature was activated for all

## Updating Reading History continued...

accounts during the February 2024 migration. You can view, delete and deactivate your personal reading history through your account. Library staff do not have access to your reading history.

To deactivate your reading history (also called check out history), log in to your account and click on the [Preferences](#) option on the left side of the screen. Select [Search & History](#) and uncheck [Keep history of checked out items?](#) Click [Save](#) at the bottom of the screen to confirm your changes.

To delete or download your current reading history, log in to your account and click on the [Items Checked Out History](#) option on the left side of the screen. Select [Check Out History](#). You can either delete your history or download the list as a CSV file.

## Viewing Fines, Fees, and Bills

While traditional library materials (books, DVDs, audiobook CDs, etc.) do not accrue late fines, you may accrue other fines and fees associated with your account, which are outlined in the Borrowing Policy.

To view any fines or fees associated with your account, log in and click on the [Charges](#) option on the left side of the screen.

Current Charges				
Circulation Charges				
Owed	Billing Type	Title	Checkout	Due
\$82.99	Lost Materials	American patriotism Binge Box.	04/01/2024	04/08/2024
Other Fines and Fees				
Owed	Billing Type	Note		
\$5.00	Misc	Water Damaged Cover		

Possible account charges may include:

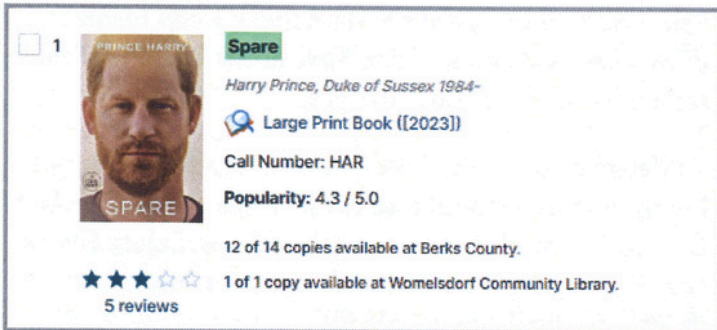
- Late fines for specialty materials
- Charges for lost materials (long overdue)
- Bills for items with missing parts
- Bills for damaged items



# Searching the Catalog

## Search by Library

When searching the catalog, you have the option to filter results by library location. While this will not limit results to those available at the selected library, it will note in a separate line if your library owns the displayed item.

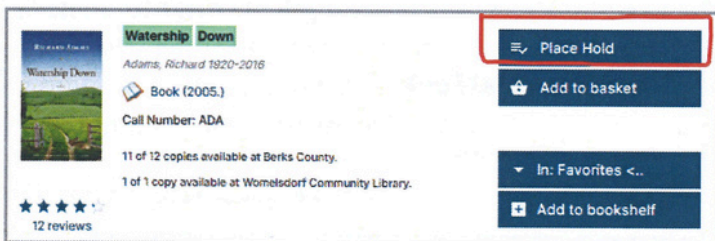


The **Library** dropdown will automatically filter by library location in the following instances:

- By registered library when you log in to your account
- By the library access portal link (example: [bernvilleville.sparkpa.org](http://bernvilleville.sparkpa.org))
- By the catalog computer in your library

## Placing a Single Hold Request

Before placing a hold request, make sure the material format noted by the item (book, CD audiobook, large print, etc.) is what you are looking for. Click **Place Hold** to place a request for a single item.



You will need to log in to your account to proceed if you have not already done so. The notification preferences saved to your account will automatically populate on the confirmation screen, but you may check/uncheck the contact methods for this request. You can also change your pickup location for items allowed to travel between libraries

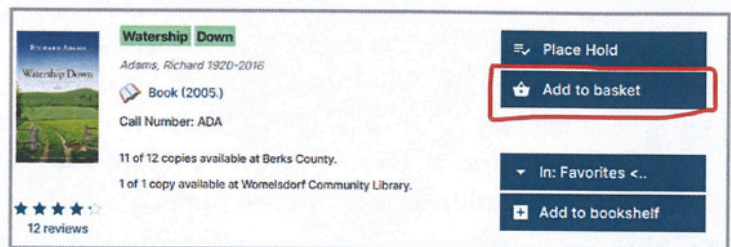
## Placing a Single Hold Request continued...

Click the **Submit** button to place your request or set an activation date to submit the request at a later time. You will receive a confirmation if your request was successful.

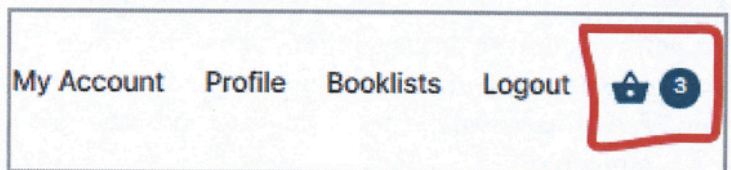
## Placing a Hold Request for Multiple Items

You can place a hold request for multiple items by utilizing the Basket feature. Just as a shopping cart holds items prior to checkout, the **Add to Basket** button collects selected titles that you may request, print, or email to yourself.

Begin by searching the catalog for items you want to request. Make sure the material format noted by the item (book, CD audiobook, large print, etc.) is what you are looking for. Click **Add to Basket** for each title (your basket will **not** clear between searches).



Once you've added all items to your basket, click on the basket icon at the top of your screen and select the option to **Place Holds**.



You will need to log in to your account to proceed if you have not already done so. The notification preferences saved to your account will automatically populate on the confirmation screen, but you may check/uncheck the contact methods for this request. You can also change your pickup location for items allowed to travel between libraries.

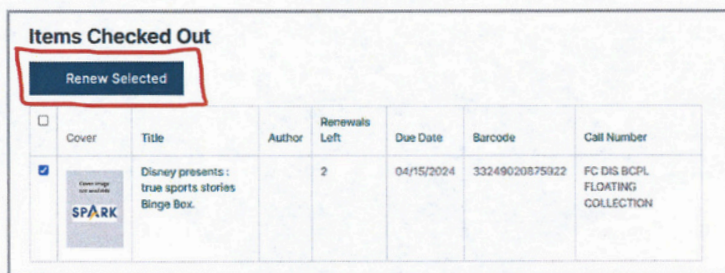
Click the **Submit** button to place your request, or set an activation date to submit the request for each item in your basket at a later time. You will receive a confirmation for each item if your request was successful. Please note that basket items will clear between login sessions.




## Renewing Materials

Most materials have the option to automatically renew if there are no other hold requests on that item. You will receive a message a few days before the due date if your item was automatically renewed.

You can also manually renew items from your account. Log in to your account and click on the **Items Checked Out** option on the left side of the screen. Select **Items Checked Out** to view the current list of items borrowed from your account along with the due date and number of renewals left for each borrowed item. Select the item you wish to renew and click the button to **Renew Selected**.



<input type="checkbox"/>	Cover	Title	Author	Renewals Left	Due Date	Barcode	Call Number
<input checked="" type="checkbox"/>		Disney presents : true sports stories Binge Box.		2	04/15/2024	33249020875922	FC DIS BICPL FLOATING COLLECTION

# Profile, Bookshelves, and Booklists

## Account Profile

The catalog system allows cardholders to utilize a Profile feature to interact with other library accounts. Please note that while every patron account has a profile in the catalog, it is distinct from your account and is anonymized by a series of numbers unless changed. You can choose to update the anonymized username and make aspects of their booklists searchable for anyone using the catalog.

To do this, log in to your account and select the **Profile** tab at the top of the screen. Click on the **Privacy** setting along the left side of the screen and adjust the settings to your preference before clicking **Save**.



**Privacy**

Personal Information

Show My Profile to:  Everyone  Only Me

Allow Following me:  Everyone  Only Me

Show My Followers to:  Everyone  Only Me

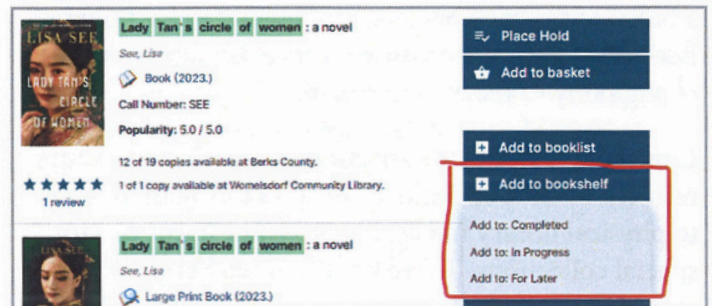
**Save**

## Account Profile continued...

You can also **Edit Profile** from the same menu which allows you to update your profile username and associated image.

## Bookshelves

You can create Bookshelves to track items of interest through your profile. You can categorize items as Completed, In Progress, or For Later which can be made public or private and shared through a custom link.



**Lady Tan's circle of women** : a novel

See, Lisa

Book (2023.)

Call Number: SEE

Popularity: 5.0 / 5.0

12 of 19 copies available at Berks County.

1 of 1 copy available at Womensdorf Community Library.

★ ★ ★ ★ ★  
1 review

**Add to bookshelf**

- Add to: Completed
- Add to: In Progress
- Add to: For Later

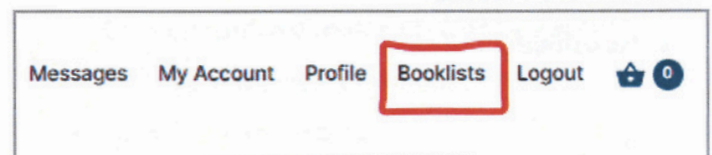
To add an item to your bookshelf, search the catalog and click on the **Add to Bookshelf** button where you can select from three different categories. Items in your bookshelf can be updated later by selecting the **Profile** tab from the top of the screen.

## Booklists

Similar to bookshelves, you can create curated lists of titles based on a topic of your choosing through the Booklist feature.

Search the catalog for the item you wish to save and click on the option to **Add to Booklist**. You can add the title to an existing booklist or create one at that time by selecting **Create Booklist**. You will need to click on **Add to Booklist** again to add the title to your newly created booklist.

You can edit, share, download, or delete booklists by selecting the **Booklist** tab from the top of the screen.



Messages My Account Profile **Booklists** Logout 