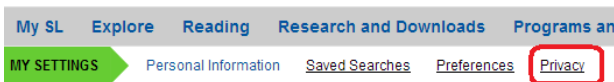## Manage Your Privacy

### View or Change Your Privacy Settings

1. Log in at **surrey.bibliocommons.com**
2. Click on **My Settings** at the top of any page.
3. Click the **Privacy** tab



Here you can manage the privacy of **your shelves** and enable or disable your **borrowing history**.

### Keeping Your Shelves Private

Following the directions above to get to your **privacy** page, click boxes under **My Collections** to keep all items in your shelves private (no one else can see them).



**My Collections**

Use these settings to indicate whether new titles that you add to your others. Titles that are already on your shelves will not be affected by th

Tip: Your Private Notes and Personal Tags for any title will always be setting for any individual title on your My Shelves pages.

- ☑ 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.

**Save**

Make sure to click **Save** button before leaving.

### Help is available ❓
**help.bibliocommons.com**

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## Recently Returned

### Save Your Borrowing History

The **Recently Returned** feature (new!) can save your borrowing history – now you will never forget what you have already read!

Enable or disable **Recently Returned** in your **Privacy** settings, or under **My Borrowing** in **My SL**



**Recently Returned**

Your public library does not keep records of your borrowing without your direction to do so. Howeve Returned feature, the BiblioCommons system will gather a list of the titles you borrow. The content is visible only to you.

☑ Enable Recently Returned. Disabling will permanently erase your Recently Returned history!

*Note that Recently Returned is **not** linked to your Completed shelf.

### Your Collections

### Your Shelves

The **Completed** shelf is where you can store everything you've read, watched or listened to. You can even add books and movies that the library doesn't own.

**In Progress** is the place for what you are reading, watching or listening to right now.
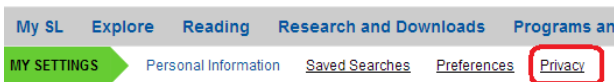
**For Later** is like a wish list, a place to keep track of the books, movies and music you'd like to borrow in the future.

You can add titles to your shelves by clicking the **Add to My Shelves** link when viewing any item.

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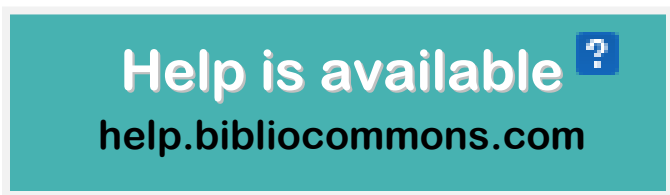
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