



Welcome to the New York Public Library!

We are pleased to present your new Library Card and to invite you to use the collections, resources & services throughout our locations in the Bronx, Manhattan & Staten Island. Please sign both the wallet-size & key chain card immediately.

Whether you choose to visit a neighborhood branch library or Research Center, you will find an ever-expanding collection of books, DVDs, CDs, magazines & more.

Your card also allows you to access hundreds of electronic resources available at The New York Public Library, whether you're interested in downloadable books, movies & music or full-text magazine & newspaper articles. You can access many of these resources online at home or school through www.nypl.org or use your new card to reserve a computer in any Library location. The Library also offers free services & programs & staff who are always happy to assist you. Visit our web site to learn more.

Using Your New Library Card

Through our online catalog, you can search for materials owned by New York Public Library locations in the Bronx, Manhattan & Staten Island. Access the catalog from home at <http://nypl.bibliocommons.com> or <http://catalog.nypl.org>

With your library card, you can:

- Request an item & have it delivered to your neighborhood library
- Receive important messages from the Library via the Library Messages section of your account
- Update your e-mail address, preferences for Library notices & keep track of your card's expiration date
- View your account for items out, requested titles & overdue fines
- Renew eligible checked-out items
- Search for electronic books, movies & music & download them to a portable device
- Add reviews, comments, tags & videos to your favorite items
- Create lists of things you've borrowed or recommend to share & connect with other users

Note that library cards are subject to expiration at different intervals based on our eligibility requirements. Details on the card renewal process are available at <http://www.nypl.org/help/library-card/terms-conditions#renew>

Library Classes & Events

The Library hosts hundreds of educational, informational & cultural programs each year. Check our web site for details. You can search by event type, location or even whether it's something you might like to bring your children to! We also offer a variety of technology training courses for beginners to more experienced users. Check www.nypl.org/events for details.

Digital Collections

www.nypl.org is your starting point for resources as diverse as a collection of animated, talking picture books for children, over 600 subscription databases, an archive of thousands of digital images, webcasts & downloadable media.

Self-Service Computer Reservation

Every New York Public Library location offers free access to the Internet as well as a variety of desktop publishing & other software applications & your new library card is the key. Many Library locations also offer circulating laptops that you may checkout for in-library use only. Reserve a computer at your neighborhood library online using www.nypl.org/pcreserve

New York Public Library News

Each month, The Library provides information on the latest news, events, programs, classes, exhibitions, and lectures taking place at our 91 locations. Sign up online at nypl.org/enews

Job Search Central

Located at the Science, Industry & Business Library. Find up-to-date resources on employment options, résumé writing & interviewing skills, career guides & more.

Additional Services

Free WiFi access
Laptop charging tables
Virtual Reference via ASK NYPL
www.smallbiz.nypl.org
Adult literacy programs
English for speakers of other languages

Electronic Document Delivery
Tours & special collections
Résumé & tax assistance
Self-service checkout
Annual publications & pathfinders
The Library Shop

Support The Library

The New York Public Library needs your support. Visit nypl.org/support to see how you can help!

Searching The Library Catalog



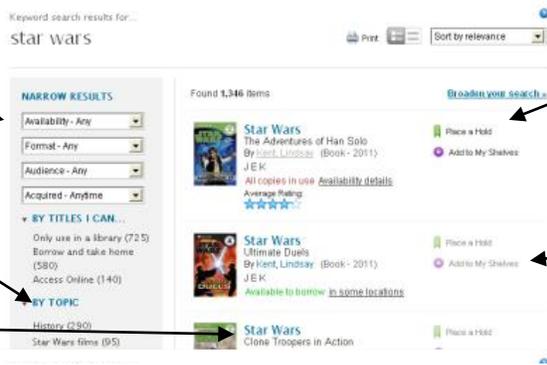
This search box is a quick way to find what you are looking for. Enter a keyword or use the drop-down menu to search by author, title, subject, tag, list or user & click **Search** to see your results. Click the **Advanced Search** link for even more options.

You can narrow your search results to limit them to circulating or non-circulating materials, specific type of material, or by language, library location, audience or acquisition date.

Click **Log In** & enter your library card number & 4 digit numeric PIN to access your account. First time users will be asked to verify their age & create a username. When using a shared or Library PC, make sure you log out when you finish searching!

Refine your search even further by topic, tag, content or genre.

Select a title in your results list for an expanded view & holdings information.



If no copies are available at your neighborhood library of an item you are interested in, click **Place a Hold** to request it for delivery to your library.

Click **Add to My Shelves** to add an item to the lists of books you've read, are reading currently or plan to read in the future.

Managing Your Library Account

When logged into the catalog*, click **My NYPL – My Borrowing** to view your current checkouts, holds, fines & messages. Click **Account Settings** to change your username, PIN or preferred pickup location & view your card's expiration date. Note that address & telephone information can only be updated by visiting The Library and are your responsibility to keep current.



Check the box next to the checked-out items you wish to renew & click **Renew**. Note that if you have exceeded the maximum number of renewals or if an item has been requested by another borrower, it will not be eligible for renewal.

From your **Checked Out Items** display, use the drop-down menu to sort your checkouts by due date, rating, title, author or format.

You can also give an item a star rating, or add it to a list.

Note the due date & number of renewals will display for each item borrowed.

*The interface is slightly different using catalog.nypl.org

Cardholder Rights & Responsibilities

- Use of your New York Public Library is non-transferrable. The holder of the card is responsible for all use of the card, all items on the card & all charges made against it. Details about the Library's fines & fees policies may be found at <http://www.nypl.org/help/borrowing-materials/library-fines-and-fees>
- Library cards will expire after a maximum of 3 years & are subject to deletion if not renewed. Cards received in the mail must be validated prior to receiving full privileges. See
- Report the loss of your card immediately. You may report your card lost at any New York Public Library location or by e-mail to patronaccounts@nypl.org. Borrowers remain responsible for all items checked-out on their card until it has been reported lost or stolen. A small fee is charged for the replacement of a lost card.
- Borrowers must inform The Library promptly of any change in mailing or e-mail address or telephone number.
- Materials borrowed from The New York Public Library may be returned to any New York Public Library location in the Bronx, Manhattan or Staten Island. Fines will be charged for all overdue materials.
- Those found guilty of theft, misrepresentation or fraudulent use of a New York Public Library card are subject to barring from The Library & any applicable federal, state & local laws.
- The Library is committed to protecting the privacy of our users, customers, members, donors and friends. To read the Library's privacy policy, please go to our website, located at www.nypl.org, and click on the *Privacy Policy* link at the bottom of the page.
- The Library reserves the right to amend its policies at any time. A complete list of New York Public Library cardholder rights & responsibilities may be found online at www.nypl.org