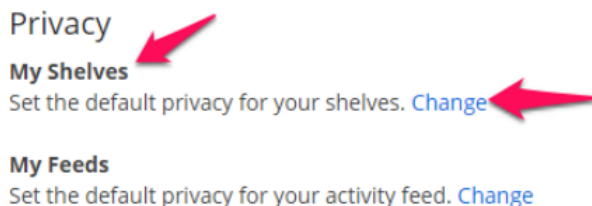## Making Changes to Your Shelves
Last updated: Jan. 4, 2018

You have three shelves to keep track of items you borrow. The Completed shelf is where you can store everything you've read, watched or listened to. The In Progress shelf is the place to track what you are reading, watching or listening to right now. The For Later shelf is like a wish list, a place to keep track of things you'd like to borrow in the future.

Shelf privacy settings allow you to control whether or not items you add to these shelves are visible to other library users. When you create your online account, these settings default to show all content creation as public. This means that any title you add to your shelves is shared and is visible to others.

If you prefer to keep your titles private, you can manually set each item you add to private or you can modify the privacy setting in your My Settings section. To change the privacy settings you need to go to the My Account menu and find My Settings. On the My Settings page there is a section called Privacy where you will see a heading called My Shelves. Click on Change to access the privacy settings.

This will take you to a page called Privacy: My Shelves. Click the check boxes to de-select each shelf and change it to automatically set items added to your shelves as private. Then click "Save Changes."

Spread the words.

Privacy: My Shelves ⓘ

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

Tip: Your Private Notes and Personal Tags for any title will always be **PRIVATE**. Also remember that you can change the privacy 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 Changes]

Regardless of your default shelf setting, you can make individual items private or shared. If an item is set to private it makes it visible to you, but not to others. When another library member views your profile, neither the title nor any comments or tags you have added will be visible. To do this you will need to go to your For Later, In Progress, or Completed shelf. Click the "Add Details" link next to the title you want to make private. This will open a drop-down menu. At the bottom of this menu click the "Keep This Item Private" checkbox. A lock icon will appear beside the item to show that it is now private.

Remove Selected

Sort by Date added ⌄

My Rating
★★★★☆

+ Add Details ⌄

Private Note

Tag

Comment

Quotation

Summary

Video

Notices

Age Suitability

Similar Titles

Edit All »

☐ I own this item

☐ Keep this item private

Remove Selected

Please note: The privacy settings for a shelf only affects the titles you add after you make a change. It does not affect the privacy of titles that are already on the shelf.

You can also add a private note to any title on your shelves. Private notes are not visible to other library members or staff. To add a private note from a title's details page you need to make sure you are logged in and then go to the title you want to add the note to. Click the "Add Details" link next to the title and click "Private Note."

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Spread the words
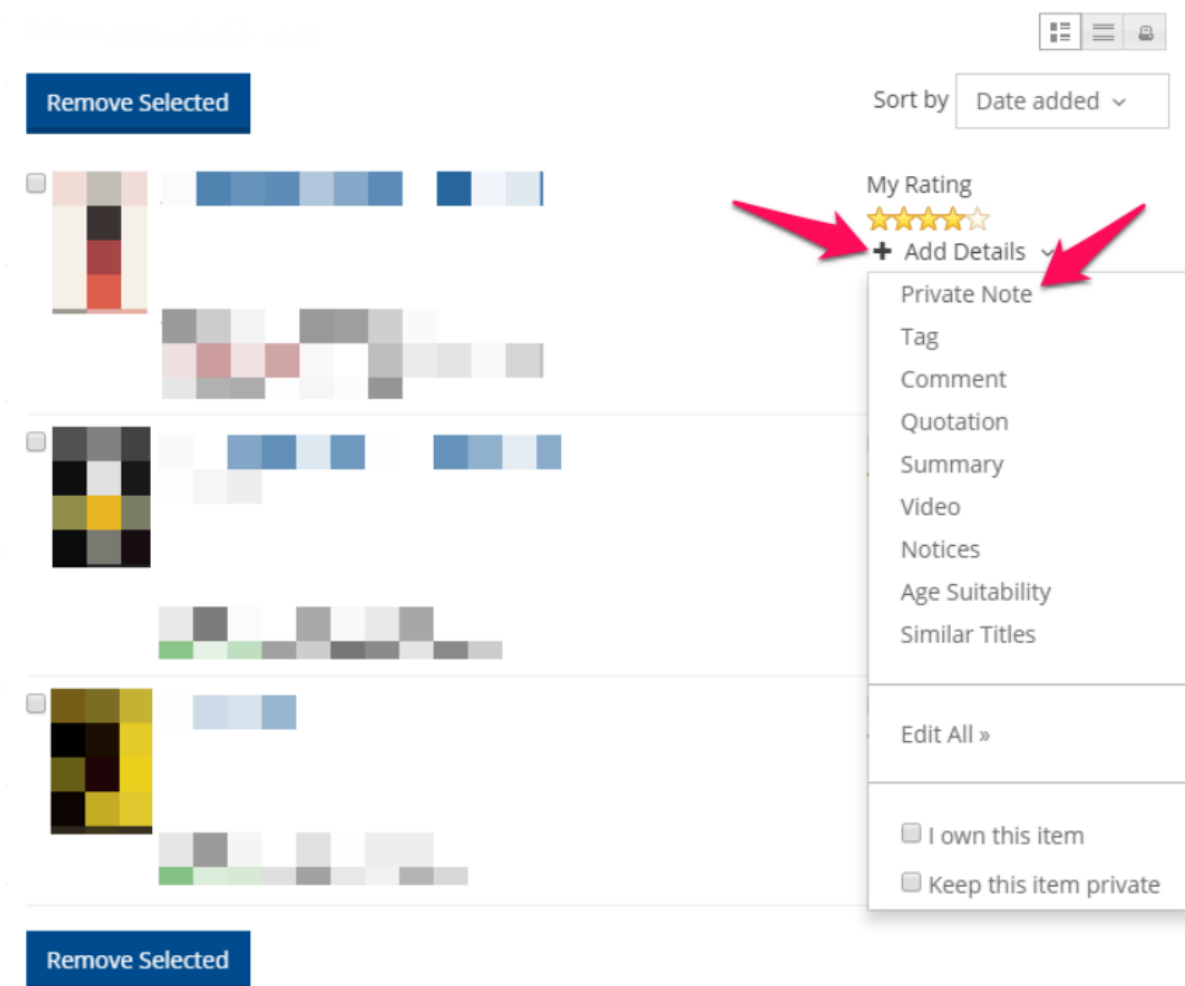
Once you click this a pop up will appear called Add a Private Note. You can then type your note in this text box. A note can be up to 4,000 characters, about 600 words long. When you are finished, simply click "Post Private Note" to save your note.

Please note that private notes are different from personal tags. You can use personal tags to filter items in your collection, but private notes are not used for filtering.