

## Linked Accounts in Aspen (Desktop)

*Note: These instructions are for using a desktop or laptop computer, not a mobile device.* Link accounts to view all of your household's cards under one account. Navigate to the Aspen catalog, available on the library website: <https://catalog.sbplibrary.org/> After logging into your account, select Linked Accounts.

The screenshot displays the 'My Account' page on the Santa Barbara Public Library website. The user is logged in as KATHLEEN K. The page features a search bar at the top with filters for 'by Keyword' and 'in Library Catalog'. The main content area is titled 'My Account' and 'Account Summary', showing four statistics: 3 Checked Out, 0 Overdue, 19 Holds, and 0 Ready for Pickup. A left sidebar contains navigation options, with 'Linked Accounts' highlighted in yellow. The footer includes the text 'Powered By Aspen Discovery supported by ByWater Solutions v. 22.02.00' and social media icons.

Category	Count
CHECKED OUT	3
OVERDUE	0
HOLDS	19
READY FOR PICKUP	0

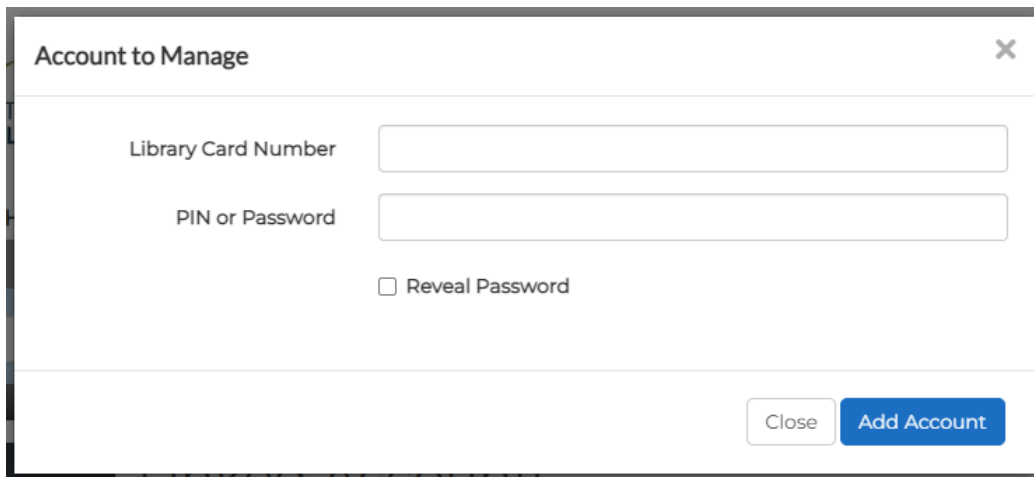


Click the blue “Add an Account” button.

The screenshot shows the Santa Barbara Public Library website interface. At the top left is the library's logo and name. To the right, there are language options for English and Español. Below the logo, there are navigation links for 'LIBRARY OF THINGS' and 'HELP', and a user profile for 'KATHLEEN K.'. A search bar is located below the navigation, with dropdown menus for search criteria (by Keyword) and location (in Library Catalog). The main content area is titled 'Linked Accounts' and features a blue callout box explaining that linked accounts allow users to manage multiple accounts in one place. Below this, there is a section for 'Additional accounts to manage' with a list containing 'None' and a prominent blue 'Add an Account' button. Another section, 'Other accounts that can view this account', also shows a list with 'None'. A sidebar on the left provides a 'My Account' menu with various options like 'Checked Out Titles', 'Titles On Hold', 'Reading History', and 'Account Settings'. The footer contains technical information and social media links.

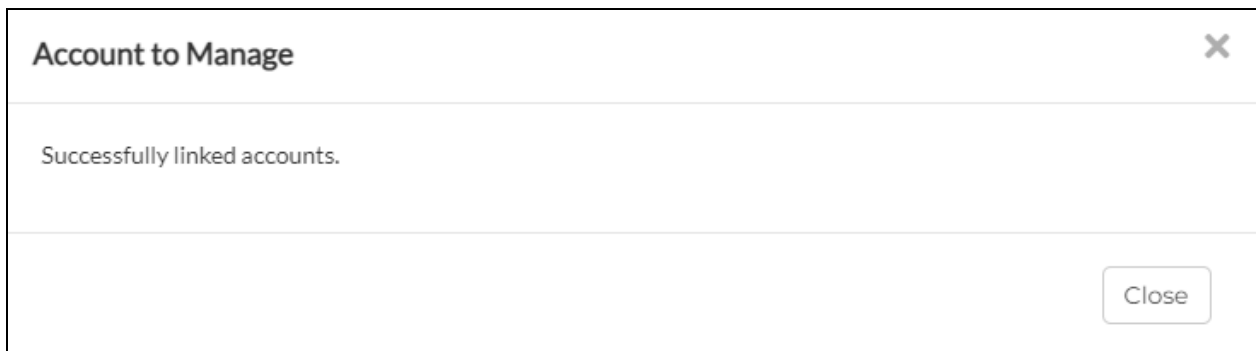


A pop-up will appear asking for the Library card number and PIN of the account you want to link.



The screenshot shows a pop-up window titled "Account to Manage" with a close button (X) in the top right corner. The form contains two input fields: "Library Card Number" and "PIN or Password". Below the "PIN or Password" field is a checkbox labeled "Reveal Password". At the bottom right of the form, there are two buttons: "Close" and "Add Account".

After submitting the information, you will receive a message that the account was linked.



The screenshot shows the same "Account to Manage" pop-up window, but now it displays the message "Successfully linked accounts." in the center. A "Close" button is located in the bottom right corner of the pop-up.



The account will show up under the linked account menu. You can also remove accounts from this same screen by selecting the yellow button.

The screenshot displays the user interface of the Santa Barbara Public Library website. At the top left, there are logos for the City of Santa Barbara and the Santa Barbara Public Library. The user's name, KATHLEEN K., is shown in the top right. A navigation bar includes 'LIBRARY OF THINGS' and 'HELP'. A search bar is present with filters for 'by Keyword' and 'in Library Catalog'. The main content area is titled 'Linked Accounts' and includes a descriptive text box: 'Linked accounts allow you to easily maintain multiple accounts for the library so you can see all of your information in one place. Information from linked accounts will appear when you view your checkouts, holds, etc in the main account.' Below this, a section 'Additional accounts to manage' lists 'Kathleen K. - Santa Barbara Public Library' with a yellow 'Remove' button and an 'Add an Account' button. Another section, 'Other accounts that can view this account', lists 'None'. A left sidebar menu contains various account management options like 'Checked Out Titles', 'Titles On Hold', 'Reading History', and 'Account Settings'. The footer includes 'Powered By Aspen Discovery supported by ByWater Solutions' and social media links.



Now, you are able to see all of the holds and checkouts. The default will group everything together, but you can use the “sort by account” option to sort items by account.

The screenshot shows the Santa Barbara Public Library website interface. At the top left is the library logo and name. The top right has language options for English and Español. Below the header is a navigation bar with 'LIBRARY OF THINGS' and 'HELP' links, and a user profile for 'KATHLEEN K.'. A search bar is located below the navigation bar. The main content area is titled 'Titles On Hold' and includes a green banner for library hours: 'Central Library will be open today from 10:00 AM to 5:00 PM'. Below this, there are filters for 'All 39', 'Physical Materials 39', and 'OverDrive 0'. A section titled 'Holds Ready For Pickup' features a blue banner stating 'These titles have arrived at the library or are available online for you to use.' A yellow circle highlights the 'Sort by' dropdown menu, which is currently set to 'Library Account'. Below the dropdown, the first hold is listed: '1) The magnolia palace : a novel' by Fiona Davis, with details for author, call number, format, on hold location, pickup location, availability, and pickup date (Mar 08, 2022). A 'While You Wait' button is visible next to the title.



You will also see the additional barcodes under “My Library Card” and can use these at the library to borrow materials.

The screenshot shows the Santa Barbara Public Library website interface. At the top left is the library logo and name. The top right has language options for English and Español. Below the header is a navigation bar with 'LIBRARY OF THINGS' and 'HELP' links, and a user profile for 'KATHLEEN K.'. A search bar is located below the navigation. The main content area is titled 'Library Card' and features two barcodes. The first barcode is associated with the name 'Kathleen K.' and an expiration date of 'Expires Jul 26, 2120'. The second barcode is also associated with 'Kathleen K.' and an expiration date of 'Expires 07/26/20'. A sidebar on the left under 'My Account' lists various account features and their counts: Checked Out Titles (9), Titles On Hold (39), Reading History (15), and Materials Requests (0). The footer contains the text 'Powered By Aspen Discovery supported by ByWater Solutions' and social media links.

