

ACCOUNT SET UP AND CHECKOUT AND VIEWING - THE BASICS

Zinio for Libraries requires the creation of two account logins – a **Library Collection Account** to browse the collection, as well as a free **Zinio.com Viewer Account** to read magazines online or delivering those magazines to a Zinio Reader app on your computer or mobile device.

- **New users must follow all the steps in "The Basics", in the order presented, to ensure access to the Library's free Zinio magazine collection.** These steps are only for the first-time set up and use; afterwards you will simply log in with the email and password you identified in the steps below.

First Time - New User?

Follow these steps to create your **Library Collection Account login**.

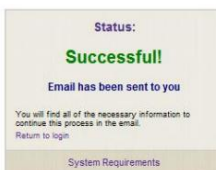
1. Access your library collection log-in page. If you use your bar code to validate your account you'll see a box on your screen like this:



2. You will then be able to create your personal library collection account. Click or tap **Create an Account**:



3. Click or tap the Create Account button, enter the required information, and Create Account. **An activation link will be sent to your email account.**



4. Click on the Activation Link in your email account to Confirm your account status.
5. Click on the Login link on the account confirmation screen or come back to this page to **login** and begin browsing the collection.



View the complete online **User Guide** for more information.

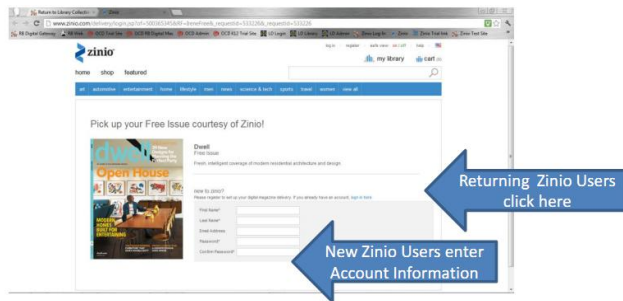
Need Help? Contact Zinio for Libraries Support by clicking on this Link – [Zinio Library/Patron Support](#)
Returning User and/or Checking out Your First Magazine?

Follow these steps to browse using your **Library Collection Account**.

1. Access your **Library Collection Account** page.
2. **Login** with your **personal library collection access account** created in the prior steps above

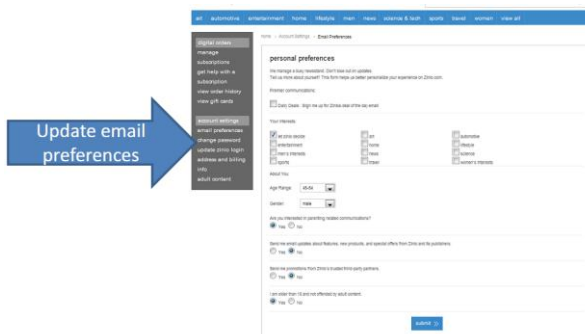


3. Use the available navigation tools to search for and subscribe to the magazine(s) of your choice.
4. After you select your first magazine, a second browser window will open to **Zinio.com**.
5. **First-time users:** Follow the link to create a free **Zinio.com account**.



6. **First-time users:** The next screen will be to set your **Email Preferences**. This is very important step – so you can control how much – if any email marketing you want to receive from Zinio.com. This email is not affiliated with your library collection check out confirmation email/receipts or any other correspondence from your library relating to your library Zinio collection. To NOT receive any email communications from Zinio.com **UNCHECK** the 'Let Zinio Decide' check box – it will be pre-checked. Then, enter in any other information in the options on the page – or leave blank – and hit 'submit.'

* **NOTE to Parents/Guardians/Teachers of minor children:** This same account settings screen has a 'Adult/Mature Content' setting that allows your Zinio.com Viewer Account to not access mature content in the 'shop', 'cart', and 'search' features – these features are for the commercial side of Zinio.com – which is an option for patrons – and not affiliated with your library or your library collection.



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ABOUT YOUR COLLECTION

Your Collection

- Only the magazine titles found in your library collection are available for free check out and viewing.
- You may check out any new issue you want and keep the issue in your personal Zinio.com Viewer Account as long as you wish.
- You may view most of your account in a online streaming browser on your PC/MAC.
- **You need to return to your library collection for EVERY new issue you wish to check out. Like our print library magazine collection, you WILL NOT be notified by the library or automatically that a new issue is available for checkout.**

Using Your Checked Out Issues on your Zinio.com Viewer or on free Apps.

- You may download a free App to your desktop or mobile device to view the magazine issues offline after downloading the issue to your App.
- Direct links to the Apps may be found on your 'My Library' screen in your Zinio.com Viewer account or through your App stores.
- **The Zinio app cannot be used to browse the Library's Zinio magazine collection. Library users must view and checkout to magazines using the browser on a computer or smart device!**
- **Get the app for: PC | Mac | iPhone | iPad | Android | Kindle Fire | Blackberry Playbook**

Viewing Notice for Parents/Guardians/Teachers

- The Library Collection magazine content is representative of the wide range of interests of your patrons. Not all content may be suited to your individual taste.
- **For Parents/Guardians/Teachers:** Your library collection provides access to digital magazines for instant, on-demand viewing. Like the Library's print magazine collection, Zinio for Libraries provides access to a wide range of magazines some parents may find inappropriate for their children. We encourage parents and guardians to experience Zinio for Libraries with their children and guide them in their explorations.

Need some extra help?

- View the complete online **User Guide** for more information.
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