Managing Your Cardholder Status

Contents

Logging in to your Library Account

To check your the status of your library card, make holds, and pay any fines you will need to log in to your library account.

To log in to your library account you must:

- Have a temporary or permanent library card number

- Know you the PIN you created when applying for the library card

1. Navigate to the library home page: www.fulcolibrary.org

2. Click the blue button in the top right corner of the screen labeled Log In/My FCLS.

   A dropdown will open.
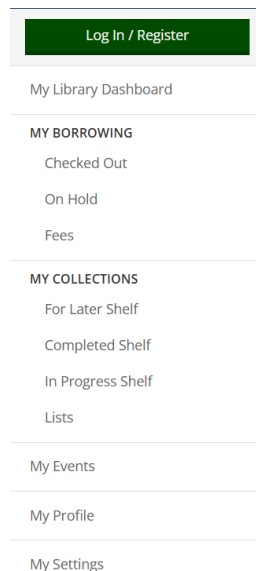
3. Click the large green button labeled Log In/Register.

This will take you to the log in screen.

4. Enter the number found on the back of your library card into the Username or Barcode field.
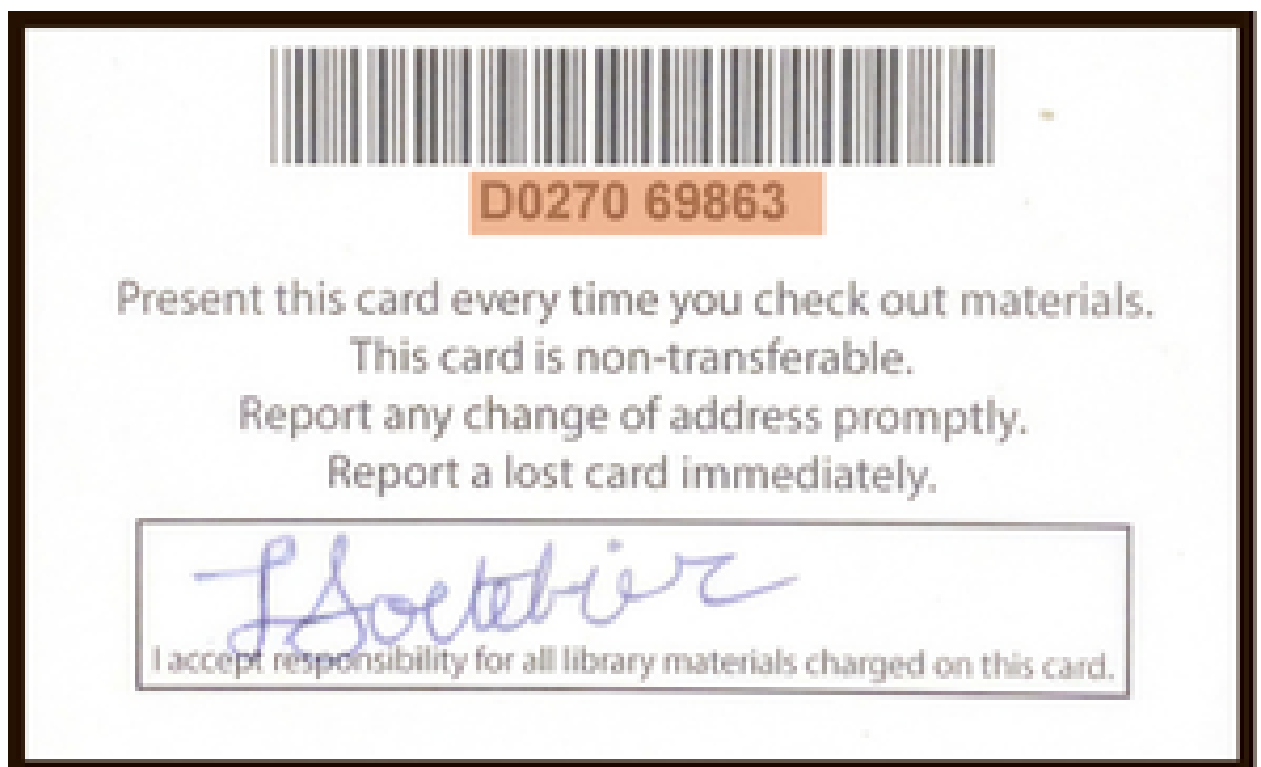
Note: If you haven't picked up your permanent library card yet, you can use your temporary library card number. This can be found in the confirmation email you received after submitting your application.

5. Enter your PIN into the Password field.

Note: If you can't remember what your PIN is, you can click Forgot your Password? to begin the recovery process.

You will know you have successfully logged in when you are returned to the library home page and see your name/username in the top right corner of the screen.

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Accessing Your Settings

Your account settings is where you will be able to verify your card has been updated from temporary to permanent, and check your card's expiry date.

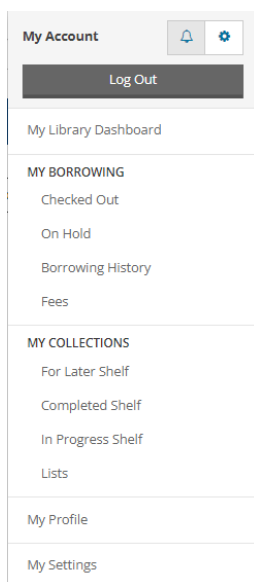To access your settings, you must be logged in to your library account.

1.

Note: Accessing the dashboard begins the
same way logging in to your account began.

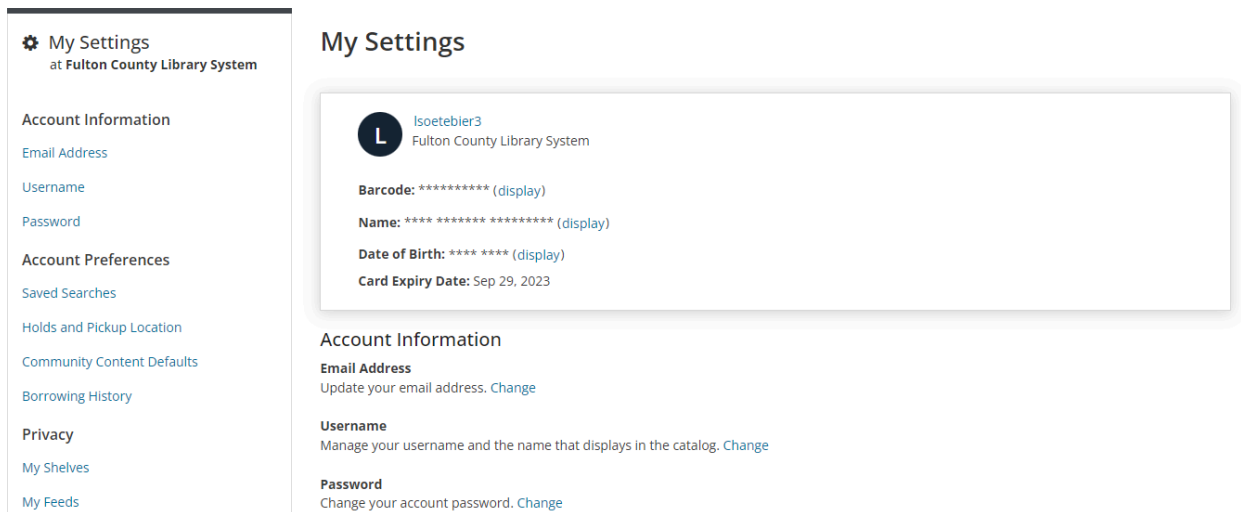Click on the blue button in the top left corner, which should display your name/username.

A drop down will appear, just like it did when you were logging in.

2. Click the menu item "My Settings", found at the bottom of the drop down.

You will be brought to the following page:

3.

Note: While on this page you will want to check your information is up to date, and that your card is not expired.

Click display to reveal any of the information that is censored.

Warning: If the barcode does not match the number on your permanent library card, contact your home library for assistance updating your account.

Renewing Your Library Card

All cardholders are eligible to renew their library card as long as they are still residents of Fulton County.

To renew your library card you will need:

- Your expired Fulton County Library Card

- An updated proof of residency

Warning: All minors must have a parent or guardian present to renew their library card.

1. Pay off any outstanding fines you have on your account.

   Note: This can be done in person at your home library, or by visiting this page.

2. Present your expired card and updated proof of residency to the library at the circulation desk.

   The librarian at the circulation desk will renew your card, and you will be able to continue utilizing library services immediately.