

JOINING THE FULTON COUNTY LIBRARY

A comprehensive guide to
becoming and remaining a
cardholder



I INTRODUCTION

A library card offers more than just access to the bounty of books that public libraries have in their stores. Georgia libraries have a plethora of online content cardholders have access to such as ebooks, and audiobooks. Cardholders also have the ability to attend events and reserve meeting rooms in the libraries.

This manual will serve Fulton County Residents as their comprehensive guide to accessing these public services.





II

CHOOSING A

CARD

Fulton County Residents have two options for library cards. The first is a standard City of Atlanta-Fulton County Library card or a Georgia Libraries PINES E-Card. The two cards pull from separate collections and have different capabilities.

There is no right or wrong answer, *choose the card that will best fit your needs.*

	 FULTON COUNTY	 PINES E-CARD
Free to apply For	✓	✓
Access to physical books, magazines, and DVDs	✓	
Able to check out eBooks, audiobooks, and stream content	✓	✓
Granted access to online research databases such as GALIELO	✓	✓
Able to utilize physical meeting spaces in local libraries for free	✓	
Invited to attend various community events, such as story times	✓	

NOTE: This is a guide for signing up for and maintaining membership for Fulton County Libraries **ONLY**.

If you are interested in signing up for a PINES E-Card visit <https://gapines.org/eg/opac/home> to learn more.

III CARDHOLDER QUALIFICATIONS

In order to access these services, you must first become a library cardholder.

WHAT IS A CARDHOLDER?

Cardholders are community members that have submitted an application to their local library system and have been accepted. Library cardholders are only granted access if they:

1. Meet the residency requirements.
(See "Proving Residency Status")
2. Commit to:
 - a. Returning any items checked out on time and in good condition
 - b. Paying any fines that you incur due to late returns or damaged/lost materials
 - c. Ensuring that the card is only used by the cardholder.

There is no minimum age to be a cardholder.

A parent or guardian must sign the library card application for any minors under the age of 13 who choose to apply for a card.

This parent or guardian must also be present if the minor chooses to renew their library card (See "Renewing Your Card")

ALREADY A CARDHOLDER?

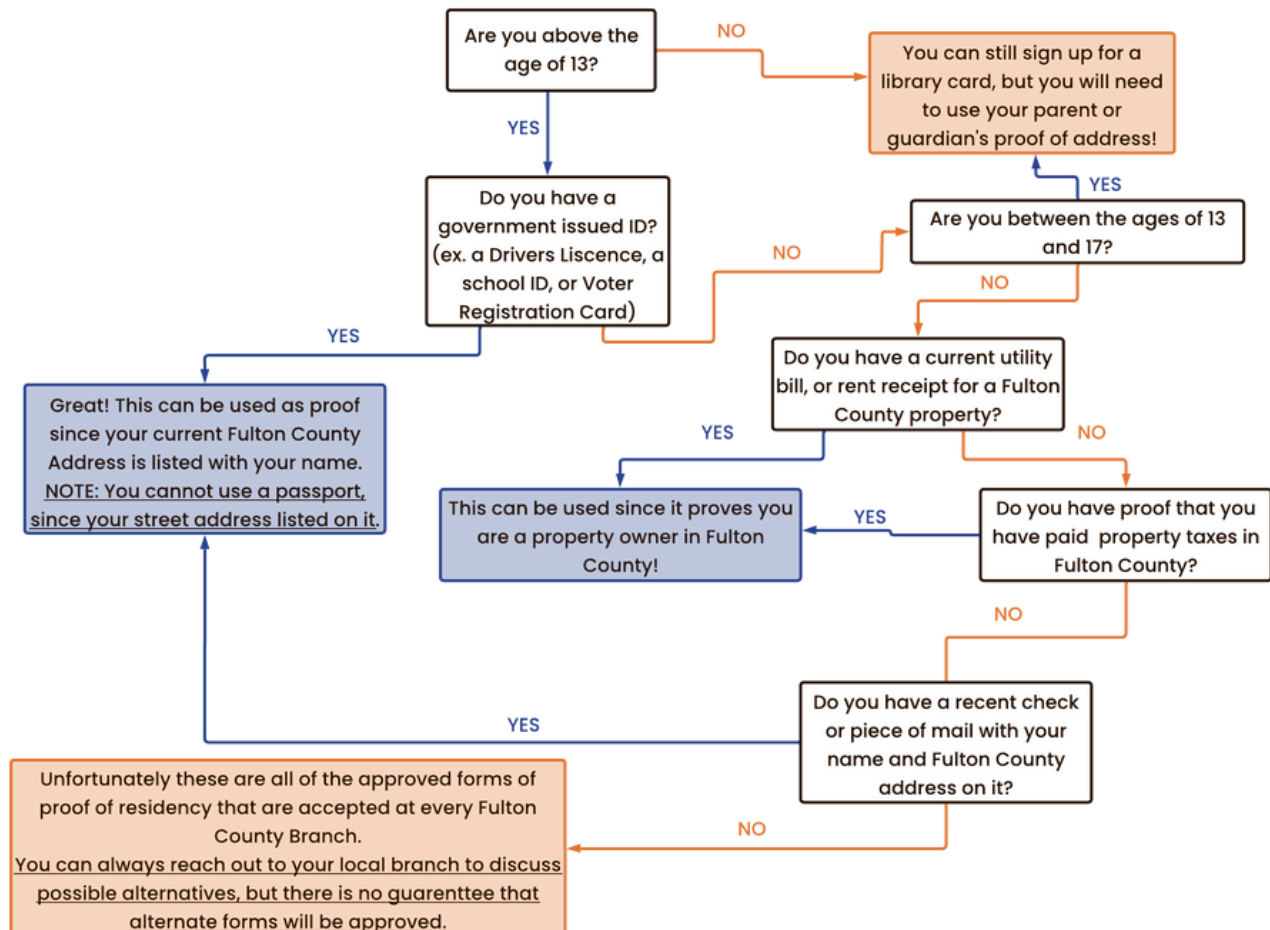
You can skip to
Checking my Status
on page 16.

WHO QUALIFIES AS A RESIDENT?

For the purposes of getting a library card *a Fulton County Resident is defined as someone who currently lives in, is employed in, or owns property in Fulton County.*

All applicants must provide proof of residency when applying for their library card.

HOW DO I PROVE I AM A RESIDENT OF FULTON COUNTY?



IV COMPLETING AN APPLICATION

ACCESSING THE APPLICATION

To apply for a library card you will need a *valid email address*, that you check frequently, and *access to the internet* in order to complete their online application forms.

If you do not have internet access at home, or at work you can visit your local library to complete the application onsite.

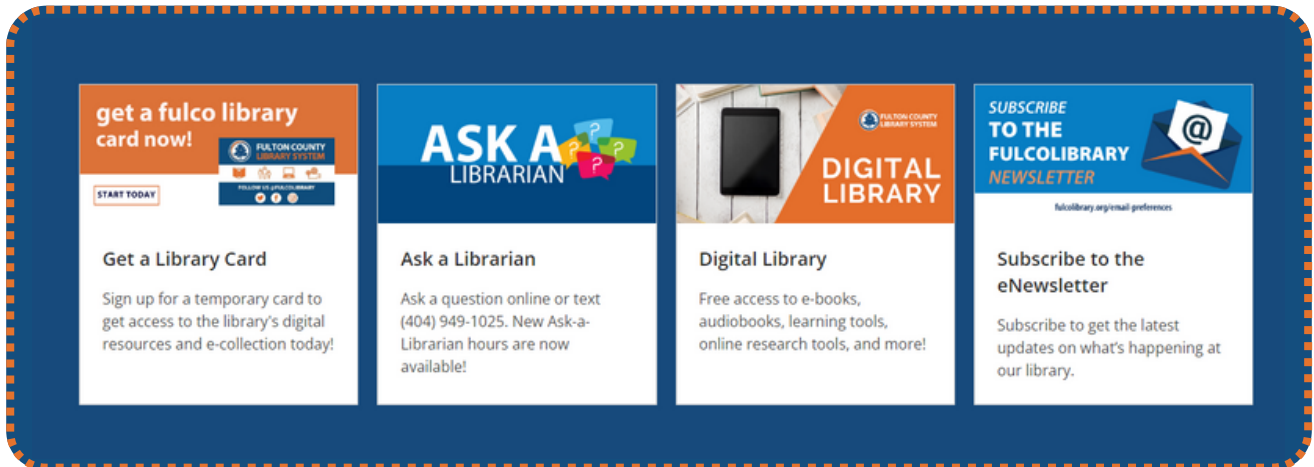
To access the Fulton County Library Card application click this link:

https://afpl.ent.sirsi.net/client/en_US/default/search/registration/N/SYMWS/true?

This *should* take you directly to the application page.

In the event that the above link does not work you can always access the application by:

1. Going to the Fulton County Library Home Page which can be found at www.fulcolibrary.org
2. Scrolling to the middle of the page (just past the "New on the Shelves Section") where you will find the following options bar.



3. If you click on the box entitled "Get a Library Card" it will bring you to the application page.

You will know you have made it to the correct page when you see this screen:

A screenshot of the 'Online Registration' page on the Fulton County Library System website. The page features the library's logo and navigation links at the top. Below the header is a search bar with a dropdown menu set to 'Everything' and a 'Search' button. The main content area is titled 'Online Registration' and contains a form with various input fields: First Name, Middle Name, Last Name, Birth Date (MM/YY), Address, City, State/Province, Postal Code, Phone Number, Email Address, Re-enter Email Address, Pin, Re-enter Pin, and a Library selection dropdown. A large green 'Register' button is positioned at the bottom of the form, with a 'Cancel' button below it.

The next 5 sections will walk you through filling out the form. It is recommended to have the instructions open in another tab, or printed out and next to you so you can reference them while you fill out the application.

SECTION 1: PERSONAL INFORMATION

This first section focuses on the following fields of the form.

Online Registration

First Name: *

Middle Name:

Last Name: *

Birth Date (M/D/YY): *

Address: *

City: *

State/Province: *

Postal Code: *

Phone Number:

Enter your legal first name, middle name (if they do not have a middle name leave this box blank), and last name into the first three boxes. Then enter your birth date in the numerical MM/DD/YYYY form.

For example, January 1, 2001, will be entered as 01/01/2001.

It is essential that these match the documentation you will be using as proof of residency later in the application process.

First Name: *

Middle Name:

Last Name: *

Birth Date (M/D/YY): *

Note:
Parents/guardians, if you are filling this out on behalf of a minor, ensure that you enter their name and birthday.

Next, enter your Fulton County address information into the next 4 fields.

If you are an individual who lives in Fulton County, enter your home address. If you are a property owner, or employee in Fulton County enter your property or work address instead.

Address: *

City: *

State/Province: *

Postal Code: *

Note: Parents/guardians, if your child is unable to provide their own proof of address, use your address. This is the only case when the name and proof of address can differ.

SECTION 2: CONTACT INFORMATION

This next section focuses on the following fields.

Phone Number:

Email Address: *

Re-enter Email Address: *

Enter your phone number and email address where prompted. Be sure that these are your personal points of contact and not temporary ones given to you by your school or employer.

Note: Parents/guardians, if your child has an email and/or phone number, use their points of contact. If they do not, supplement with your own.



SECTION 3: CREATING A PIN

This section focuses on the following fields which ask you to create a pin.

Pin: *

Re-enter Pin: *

WHAT IS A PIN?

A pin is a short password that will be linked with your library card number. Your library card pin functions similarly to that of a debit card. It protects your account by ensuring you are the only one using it.

You can use any combination of letters and numbers as long as you do not exceed 10 characters.

Create a pin and enter it into the labeled field. You will be asked to re-enter it, to ensure that you have entered the intended combination

Be sure your chosen pin is a combination you will remember. You will need to input it when:

- **Checking out materials**
- **Placing holds on materials**
- **Accessing your account details online**

SECTION 4: SELECTING YOUR HOME LIBRARY

This section will explain what to select for the final field.

Library: *

This field is asking you to select the library you wish to set as your home library.

WHAT IS A HOME LIBRARY?

A home library is the default library the online catalog will search through, and deliver holds to, but you are not limited to the materials offered at this library.



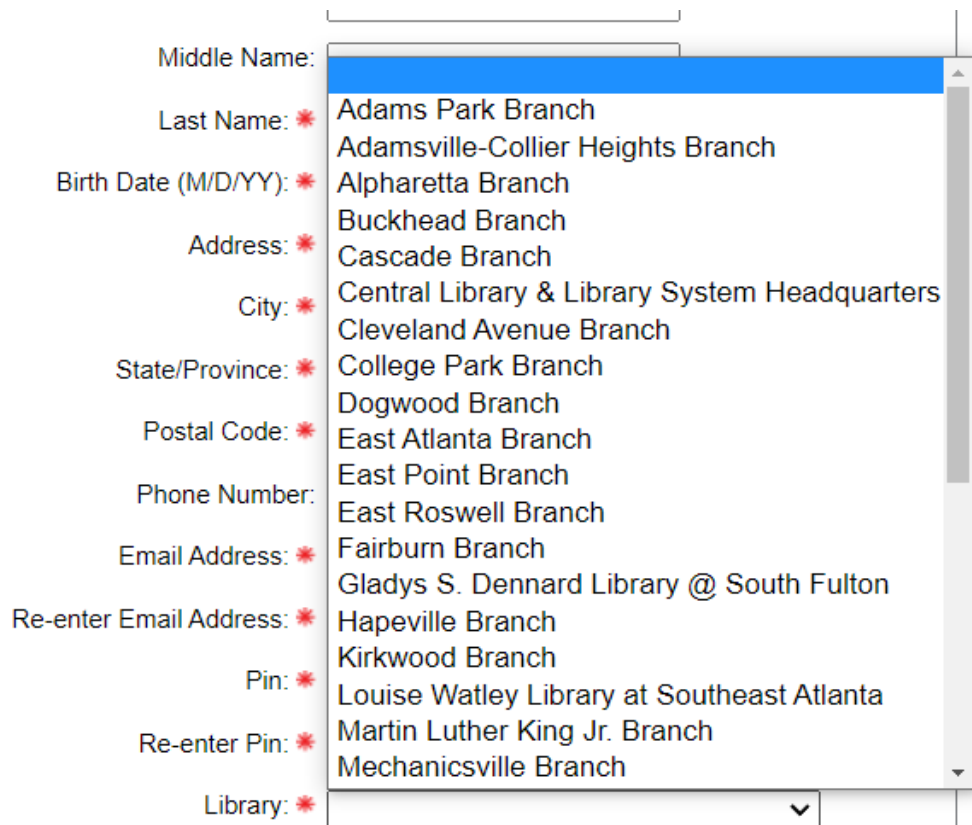
HOW DO I CHOOSE MY HOME LIBRARY?

Typically, cardholders will select the library nearest to them to serve as their home library. However, you can choose any of the Fulton County libraries.

To explore a list of all Fulton County libraries visit <https://www.fulcolibrary.org/all-locations/>

To locate the library nearest to you visit <https://fulcolibrary.bibliocommons.com/v2/locations>

To set your home library, click on the labeled form box. A list should pop-up that resembles the image below.



A screenshot of a web form with a pop-up menu. The form fields are: Middle Name, Last Name, Birth Date (M/D/YY), Address, City, State/Province, Postal Code, Phone Number, Email Address, Re-enter Email Address, Pin, Re-enter Pin, and Library. The Library field is highlighted, and a pop-up menu is open, displaying a list of library branches. The list includes: Adams Park Branch, Adamsville-Collier Heights Branch, Alpharetta Branch, Buckhead Branch, Cascade Branch, Central Library & Library System Headquarters, Cleveland Avenue Branch, College Park Branch, Dogwood Branch, East Atlanta Branch, East Point Branch, East Roswell Branch, Fairburn Branch, Gladys S. Dennard Library @ South Fulton, Hapeville Branch, Kirkwood Branch, Louise Watley Library at Southeast Atlanta, Martin Luther King Jr. Branch, and Mechanicsville Branch. The Hapeville Branch is highlighted in blue.

Field	Value
Middle Name	
Last Name *	
Birth Date (M/D/YY) *	
Address *	
City *	
State/Province *	
Postal Code *	
Phone Number	
Email Address *	
Re-enter Email Address *	
Pin *	
Re-enter Pin *	
Library *	Hapeville Branch

Click on the name of your home library. If this library is not immediately visible you may have to scroll through the list to find it.

You will know you have selected a library when the pop-up closes, and the name of your library appears in the form like the image below.

Library: *

SECTION 5: REVIEW AND SUBMIT

Now that you have entered all of your information, your form should resemble this:

Online Registration

First Name: * Jane

Middle Name: Elizabeth

Last Name: * Doe

Birth Date (M/D/YY): * 01/01/2001

Address: * 123 Street St

City: * Atlanta

State/Province: * Georgia

Postal Code: * 30318

Phone Number: 123-456-7890

Email Address: * janedoe@gmail.com

Re-enter Email Address: * janedoe@gmail.com

Pin: *

Re-enter Pin: *

Library: * Hapeville Branch

Register

Cancel

If you no longer want to apply for a library card, you can click cancel and all of your information will be removed from the form.

NOTE: Cancelling cannot be undone. If you choose to cancel, and then later decide to apply, you will have to enter all of your information in again.

The final step of the online application is to review the information you have entered to ensure it is correct. *After you have checked over the information*, click the button labeled Register.

RECEIVING YOUR LIBRARY CARD

Shortly after you submit your application, you will receive an email with a temporary library card number. This will give you instant access to online content *but will expire after 30 days.*

TO RECEIVE YOUR PERMANENT LIBRARY CARD YOU MUST:

1. Within 30 days of applying call your nearest library for further instructions on picking up your card. This phone call serves two purposes:
 - a. To ensure that your online application has gone through correctly.
 - b. To inform you of the exact pickup procedures since they vary from branch to branch.
2. Visit this library, to collect your permanent card according to their instructions.

You will need to present your proof of residency during this visit. (See "How Do I Prove I am A Resident of Fulton County" on page 4 to determine what this proof should be.)

3. Verify that everything has been completed correctly by logging on to the library website to check your status (See "Checking Your Status" for further instructions).



This is what your Fulton County library card will look like.

WHAT NOW?

Congratulations on becoming a Fulton County library cardholder. Now that you have received your permanent card you can begin utilizing the services available.

INFORMATION TO KNOW

Fulton County Library Cards are valid for 2 years, but can be renewed indefinitely, as long as the cardholder is still a resident.

You can put 15 items on hold at one time.

2

50

15

5

You can borrow up to 50 items at one time.

Late fees accrue each day an item is late but max out at \$5 per item.

Learn more at fulcolibrary.org

V CHECKING YOUR STATUS

Your library card has two possible statuses: *active and expired*.

To check if your card has expired, log in to your library dashboard.

ACCESSING THE LIBRARY DASHBOARD

To access your dashboard, navigate to the Fulton County Libraries' home page: www.fulcolibrary.org, and log in to your account.

LOGGING IN TO YOUR ACCOUNT

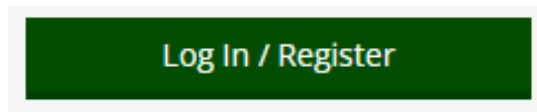
To access the login screen you must first find the blue button in the top right corner labeled "Log In/ MY FCLS".



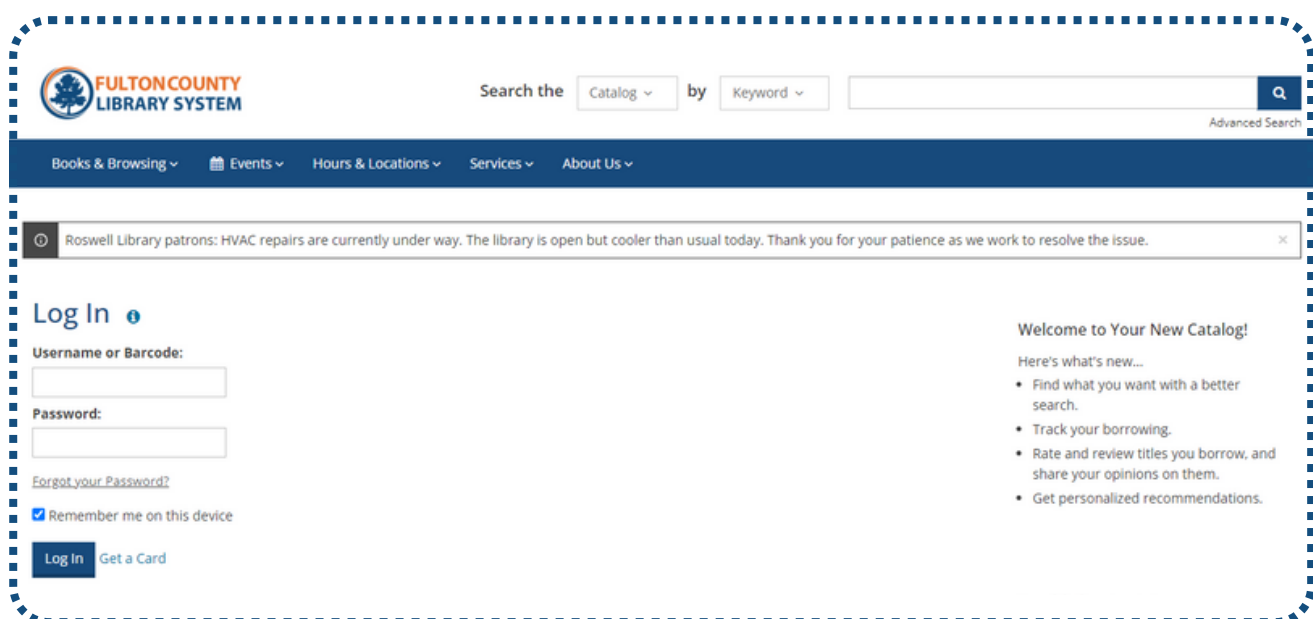
[Log In / My FCLS](#) ▼

When you click on this button, a longer, list menu should appear.

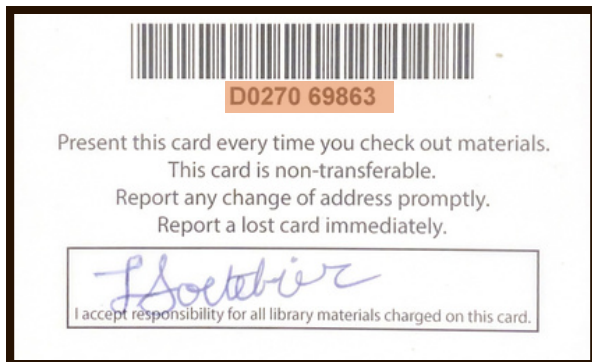
Click the large green button at the top of the list labeled "Log In/ Register". This will take you to the login page. (*See image below*)



You will know you have reached the login page when you see the following screen:

A screenshot of the Fulton County Library System website's login page. The page has a blue header with the library's logo and navigation links. A search bar is at the top right. A notification banner at the top states that HVAC repairs are under way at Roswell Library. The main content area features a "Log In" section with fields for "Username or Barcode" and "Password", a "Forgot your Password?" link, a "Remember me on this device" checkbox, and "Log In" and "Get a Card" buttons. To the right, a "Welcome to Your New Catalog!" message lists new features like improved search, borrowing tracking, and reviews.

In the "Username or Barcode" field enter the number on the back of your library card. (See image below)



NOTE: If you haven't picked up your permanent card yet, you can use the temporary number that was sent to your email after you finished your application.

In the "Password" field, enter the pin you created when applying.

The completed form should resemble this:

Log In

Username or Barcode:

d027069863

Password:

....

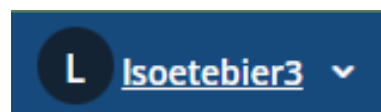
[Forgot your Password?](#)

☒ Remember me on this device

Log In Get a Card

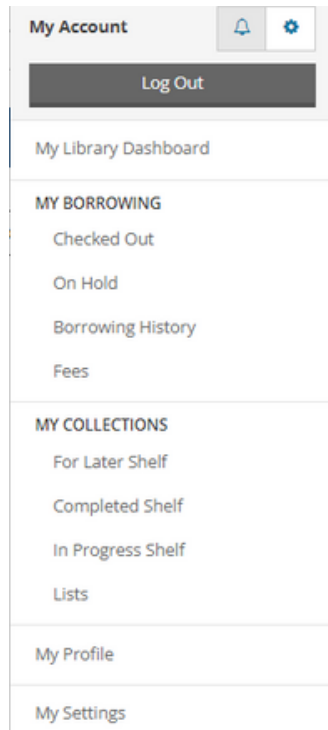
Click the button labeled "Log In" to complete the login process.

You will know you have successfully logged in when you return to the library home page and see your name/username in the top right corner, like the image below.



If you cannot remember your pin, click "Forgot your password?" to begin the recovery process.

ACCESSING YOUR STATUS

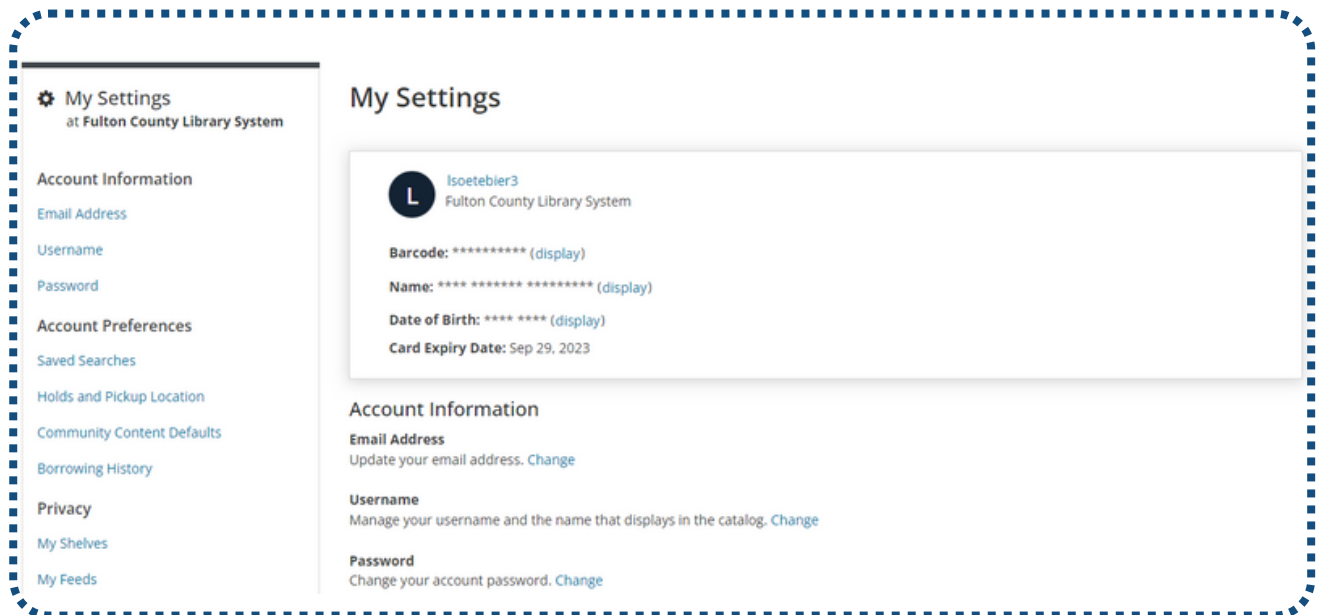


To access your dashboard, click on the same blue button as before (which should now display your name/username).

At the bottom of the drop-down list will be a button labeled "My Settings" (See the image to the left).

Clicking this button will bring you to the "My Settings" page.

You will know you have reached the correct page when you see this screen.



There are two things that you should verify while you are on to ensure that your card is active: that your expiry date has not passed, and that your card number has been updated to the permanent number.

CHECKING YOUR EXPIRY DATE

To verify that your card is active, ensure that your expiry date has not yet passed (*see image below*).

Card Expiry Date: Sep 29, 2023

If the expiry date has passed, you can always renew your card (See "Renewing Your Card" for more information)

VERIFYING YOUR CARD HAS BEEN UPDATED

To verify that your card number has been updated, click the blue display next to the line labeled "Barcode." It should reveal the number on the back of your *permanent library card*.

Barcode: ***** (display)

Barcode: D027069863 (hide)

If the numbers do not match, contact your home library for assistance.

NOTE: If you have not picked up your permanent card, your temporary card information will be displayed.

VII

RENEWING YOUR

LIBRARY CARD

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

Renewing your library card has only two steps:

1. Pay off any outstanding fines that you have on your account. This can be done online ahead of time, or in person. For more information on paying your fees, visit <https://www.fulcolibrary.org/faq/managing-your-account/>
2. Bring your expired Fulton County Library Card and Proof of Residency in to your home library, and present them to a librarian at the circulation desk.

The librarian will renew your card in the system, and you will be able to check out materials immediately.

NOTE: All minors must have a parent or guardian present when renewing their library card.

VIII

FAQ

WHAT DO I DO IF I LOSE MY LIBRARY CARD?

If you lose your permanent library card, please contact your home library immediately. They will remove the lost card from circulation. Then, visit your home library with your proof of residency and you will be issued a replacement card for a \$1 fee.

WHAT HAPPENS IF I AM NO LONGER A RESIDENT OF FULTON COUNTY?

Sadly, if you are no longer a resident of Fulton County, you are no longer eligible for a Fulton County library card. When your current card expires you will be unable to renew it.

GENERAL CIRCULATION INFORMATION

What items can I check out?	How many can I check out at once? (per card)	How long can I keep them?	How much are the late fees? (per day late)
Books	50	28 days	YA/Adult Books: ¢10 Children's Books: ¢5
Popular/"Browse" Materials	50	14 days	\$1
DVDs and VHS	5	7 days	\$1
CDs	10	28 days	\$1
All Other Materials	50	28 days	¢10

WELCOME TO THE FULTON COUNTY LIBRARY COMMUNITY

