Welcome to the
Fulton County Library

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Library cards are free and available to all Georgia Residents. Those living in Fulton County are eligible for a Fulton County Library card, specifically.

This guide will help you decide if a Fulton County Library card is best for you, and walk you through the process of acquiring and maintaining your library card.

How to Become a Fulton County Library Cardholder

Choosing the Card for You

There are two types of cards available to Fulton County Residents: a Fulton County Library Card and the PINES E-Card.

Fulton County Library Card

A Fulton County library card is available to all residents of Fulton County.

PINES E-Card

The PINES E-Card is available to all Georgia residents, not just those residing in Fulton County.

Library Card Options

Fulton county residents are eligible for both Fulton County Library Cards and Pines-E Cards.

	Fulton County	Pines-E Cards
Free apply for	Yes	Yes
Access to physical books, magazines, and DVDs	Yes	No
Access to eBooks, audiobooks, and streaming content	Yes	Yes
Access to online research databases	Yes	Yes
Access to physical meeting space in local libraries	Yes	No
Invited to attend various community events	Yes	No

Cardholder Qualifications

To access library services, you must first become a cardholder.

Card holders are community members that have submitted an application to join their local library and have been accepted.

Community members are able to become a cardholder if they:

- Meet the residency requirement, and are able to provide proof of residency
- Commit to:
  - Returning any items checked out on time and in good condition
  - Paying any fines that are incurred due to late returns or damaged or lost materials
  - Ensuring the card is only ever used by the cardholder

There is no minimum age to be a cardholder

For community members under the age of 13, a parent or guardian must be present to sign the library application on their behalf.

Minors age 13 and older can sign for themselves, but must be able to provide proof of residency in their name. If they cannot do so, then a parent or guardian must apply on their behalf.

Who Qualifies as a Resident?

Like other government services, library card applicants must be residents of the County to apply, but the qualifications for resident in this case.
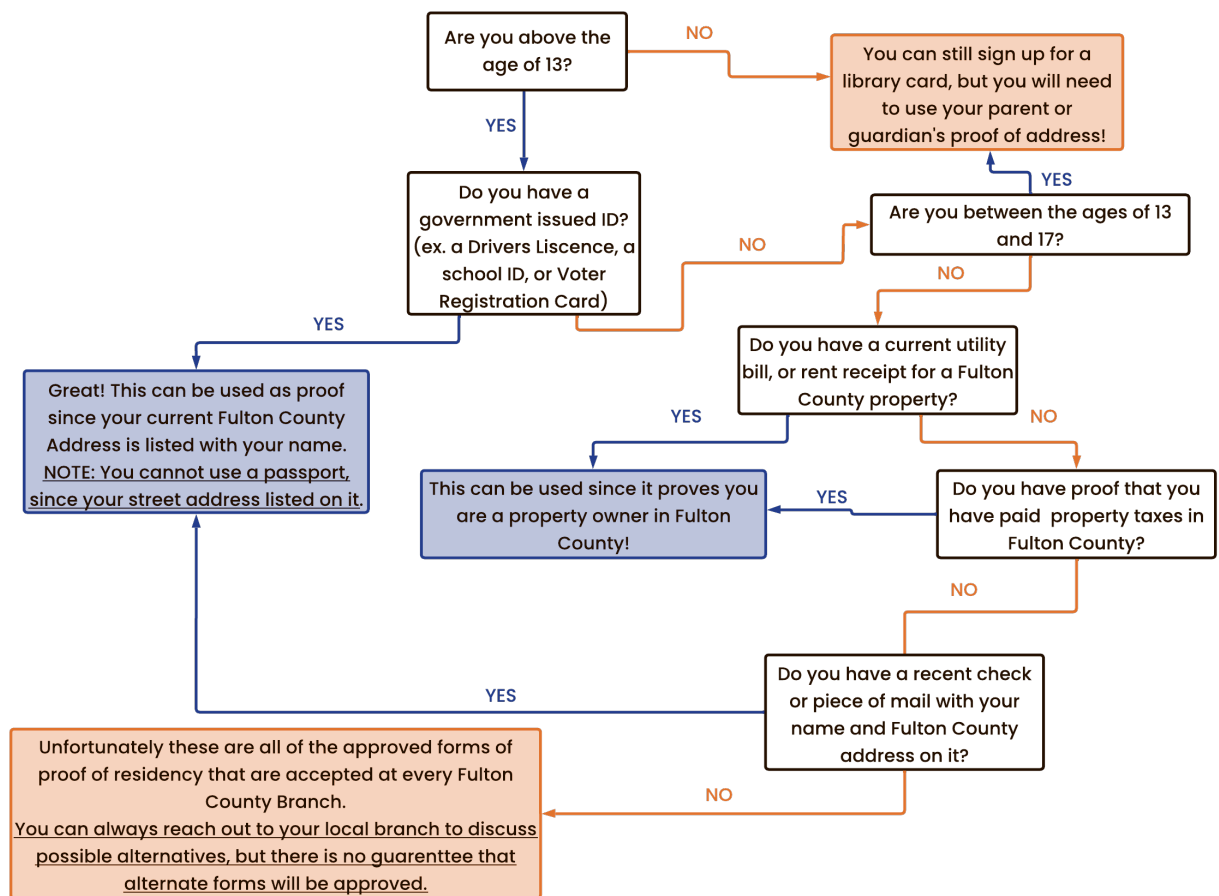
For the purposes of getting a library card only, a resident is anyone who:

- Currently lives in Fulton County
- Is currently employed at a business with an address in Fulton County
- Currently attends a school in Fulton County
- Owns property in Fulton County

How do I prove I am a Resident of Fulton County?

The item you will need to provide as proof of residence varies depending on age, and how you qualify for residency.

1. Use the decision tree to select the appropriate item to bring in for proof of residency

Are you above the age of 13?

NO → You can still sign up for a library card, but you will need to use your parent or guardian's proof of address!

YES

Do you have a government issued ID? (ex. a Drivers Liscence, a school ID, or Voter Registration Card)

NO → Are you between the ages of 13 and 17?

YES (to parent/guardian box)

NO

Do you have a current utility bill, or rent receipt for a Fulton County property?

YES → Great! This can be used as proof since your current Fulton County Address is listed with your name. NOTE: You cannot use a passport, since your street address listed on it.

YES → This can be used since it proves you are a property owner in Fulton County!

NO → Do you have proof that you have paid property taxes in Fulton County?

YES (to property owner box)

NO

Do you have a recent check or piece of mail with your name and Fulton County address on it?

YES (to Great! box)

NO → Unfortunately these are all of the approved forms of proof of residency that are accepted at every Fulton County Branch. You can always reach out to your local branch to discuss possible alternatives, but there is no guarenttee that alternate forms will be approved.

2. After completing the online application, present this item and your completed application to the clerk at the circulation desk of any Fulton County Library branch.

Accessing the Application

To apply for a Fulton County Library card you must first complete an online application.

To access the library card application you must:

- Have a valid email address.

    - Avoid using an email you may lose access to in the future such as a school or work email. address

- Access to the internet.

> Note: If you do not have access to the internet at home, you can visit your local library branch to complete the application onsite.
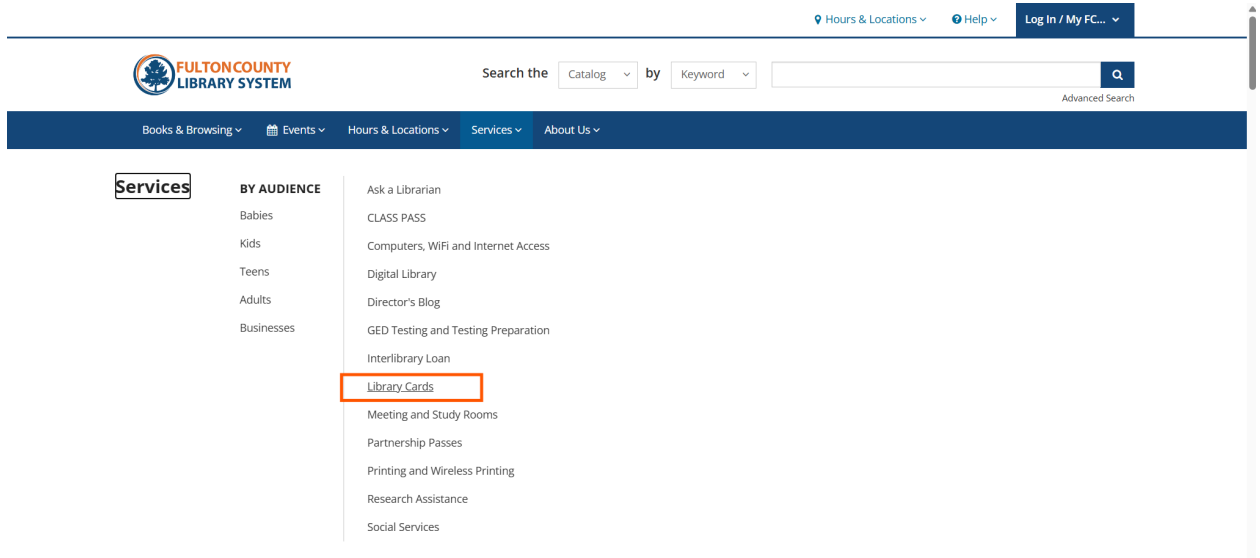
1. Navigate to the Fulton County Library home page: www.fulcolibrary.org.

2. Select Services from the top menu bar.
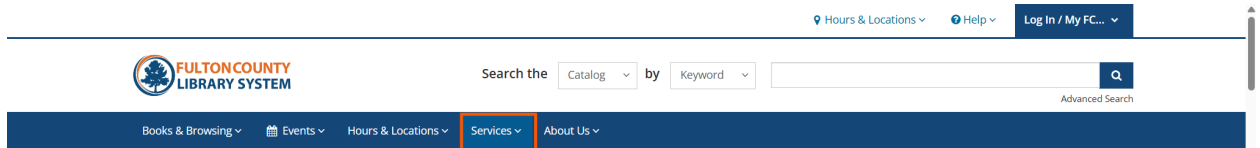
A drop down menu should appear when you click.

3. Select Library Cards from the dropdown menu.

This link will bring you to the "Library Cards and Circulation Information" page.

4. Click the image under the "Get a Library Card" callout on the right side of the page.

Warning: You must click the image, not the heading, to activate the link.

You should now have reached the online application portal.

Personal Information

The first portion of the application requires you to provide personal information for contact, and residency purposes.

All information provided in this section must match the proof of residency.

> Note: For parents/guardians who are filling out this application on behalf of a minor, be sure to enter their name and date of birth, even if yours is listed on the proof of residency.

1. Add your first name to the first, middle, and last name to the respective fields.

   If you do not have a middle name, or your middle name is not present on your proof of residency you do not have to provide one.

2. Add your date of birth using the numerical MM/DD/YYYY format.
   If your birthday is January 1, 2001, enter 01/01/2001.

3.
> Warning: You must use the same address as the one listed on your proof of residency.

   Enter your Fulton County address into the address (street), city, state, and postal code fields.

> Note: If you live in Fulton County, enter your current home address. If you are a property owner, student, or employee that works or studies in Fulton County, enter the corresponding address.

4. Enter your phone number and email address into the corresponding fields.

> Warning: Do not enter contact information that you may lose access to in the future such as a work or school phone number or email address.

> Note: Parents/guardians: If the minor you are completing this form on behalf of has their own phone number and/or email, use their points of contact. If not, supply your own.

What is a PIN?

PINs are short passwords that are linked to your library card number.

Library card PINs function similarly to a debit card PIN. The PIN protects your account by ensuring that only you, the cardholder, are the one using your card to access library services.

Your PIN will be 4 digits. You can use any combination of numbers for your PIN, but 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 account details online

Create a PIN

All library cardholders must create a PIN.

PIN (4-digits, NO SPECIAL CHARACTERS): ✳ [_____]

Re-enter Pin: ✳ [_____]

1. Enter a combination of 4 numbers to serve as your PIN.

> Warning: No special characters or letters should be used.

2. Re-enter the exact same combination of letters and numbers.

> Warning: if the two PINs do not match, you will not be able to submit the form.

Home Libraries

When applying for a library card you will be asked to select your home library.

What is a home library?

A home library is the library branch that you would like the online search catalogue to default to. This means that when searching for materials to check out, the catalogue will search the availability at that branch first.

This library will also be the branch that the online library systems defaults to for delivery of hold materials.

> Note: While you are required to select a home library, as a cardholder you will have access to the materials available at all Fulton County Libraries.

Which branch should I pick for my home library?

Typically, cardholders will select the branch nearest to their Fulton County address as their home library. However, you can choose any of the branches.

To explore a list of all Fulton County libraries visit: Fulton County Library Locations.

To locate the library nearest to your Fulton County address visit: Fulton County Library Locator.

Selecting a Home Library

The last step of the online application is selecting your home library.

1. Click on the Library dropdown

   A long list of all Fulton County library branches in alphabetical order should appear.

2. Click on the library you want to set as your home library.

   The dropdown should close, and that name should have appeared in the box next to the label "Library".

Review and Submit

It is extremely important that all of the information you have entered is accurate, and matches with your proof of residency.

Be sure you have filled out each field before you submit your final application.

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

1. Read each field careful to ensure accuracy, and that you have entered information into each field.

2. Select the button that corresponds with your desired action.

Option	Description
Register	If all fields have been completed, the Register button should now be green. Clicking this button will submit your application.
Cancel	If you no longer want to submit an application, you can click the cancel button. However, this action cannot be undone. If you cancel your application now you will have to start from the beginning again.

Shortly after you have submitted your application, you will receive an email with confirmation that your application was submitted and a temporary library card number.

Temporary and Permanent Cards

When you first apply to the Fulton County Library you will be issued a temporary library card which has more limited capabilities than a permanent library card.

Temporary Library Cards

Temporary cards grant applicants immediate access to any of the online resources available at the Fulton County Library.

These cards cannot be used to access physical materials or spaces, and will expire 30 days after the application is submitted. They cannot be renewed, and should instead be replaced with a permanent library card.

Permanent Library Cards

Permanent library cards will grant access to all library materials and services.

Despite their name, permanent cards also expire. However, permanent cards are renewable as long as you are still a resident of Fulton County.

Most permanent cards are valid for 2 years. Certain cards, such as those distributed by our library partners at Georgia Tech, expire after just one year.

Picking Up Your Permanent Library Card

Your temporary card will expire after 30 days, so you will need to acquire a permanent library card.

1. Call your home library to ensure that they have received your application and learn of any branch specific procedures.

2.

> Warning: Each library branch has a slightly different procedure, so if you have not called ahead it is not recommended to proceed to picking up your permanent card.

Visit your home library and present your proof of insurance according to their procedures.

3. After completing the in-person verification process, verify that your library card number and status have been updated to match your permanent card.

Managing Your Cardholder Status

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.
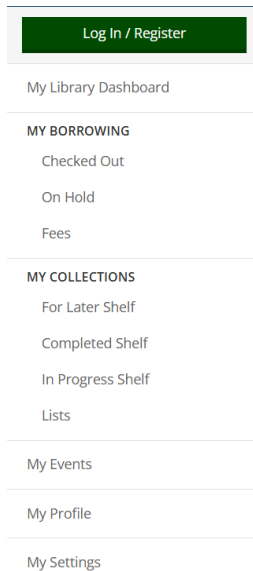
3. Click the large green button labeled Log In/Register.

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.
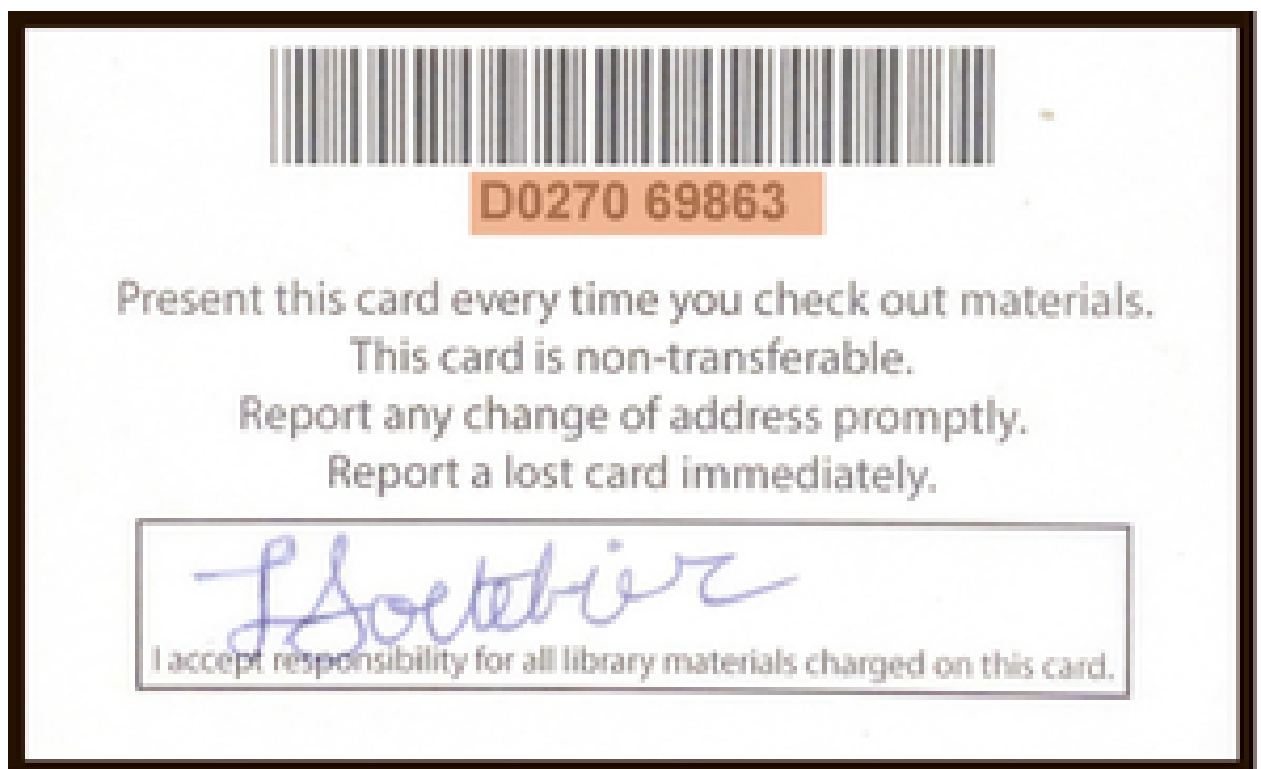
Note: If you haven't picked up your permanent library card yet, you can use your temporary library card number. This can be found in the confirmation email you received after submitting your application.

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.

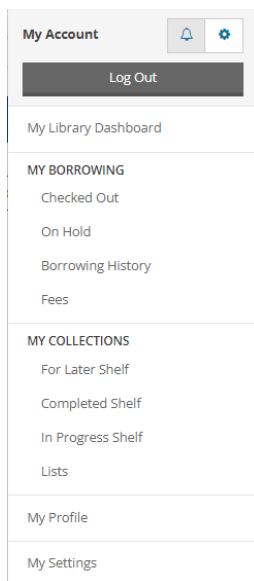To access your settings, you must be logged in to your library account.

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.
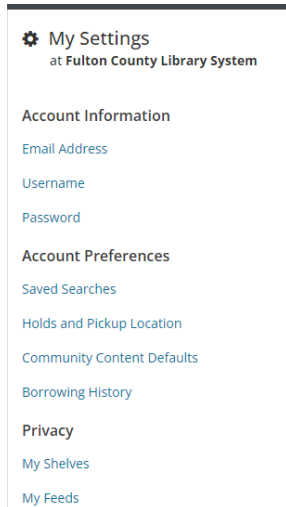
L lsoetebier3 ⌄

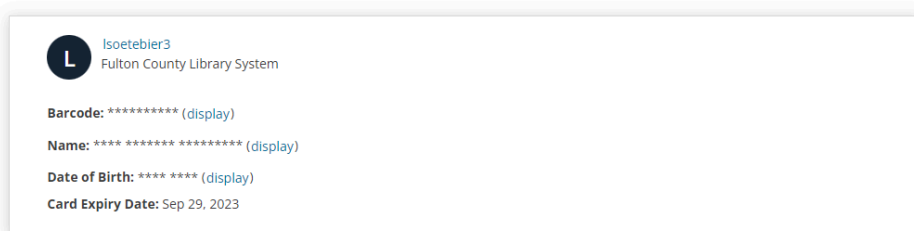A drop down will appear, just like it did when you were logging in.

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.

Frequently Asked Questions

What happens if I am no longer a resident of Fulton County?

If you are no longer a resident of Fulton County you are not eligble for a Fulton County library card. However, you will retain access to your current card until it expires.

Unless you once again become a resident of Fulton County you will not be able to renew your library card.

What do I do if I Lose my library card?

If you lose your library card please contact your home library immediately. The will remove your lost card from circulation.

You will be able to visit your home library and with proof of residency, gain a replacement card for a $1 fee.

General Circulation Information

All items available for check out have different checkout limits and late fees.

Item	Check Out Limit	Loan Period	Late Fee (per day late)
Books	50	28 Days	YA/Adult Books: 10¢ Children's Books: 5¢
Popular/"Browse" Materials	50	14 Days	$1
CDs	10	28 Days	$1
DVDs and VHS Tapes	5	7 days	$1
All Other Materials	50	28 Days	10¢