

### **How can I get a PINES card?**

Library cards are free to all residents of Georgia. To sign up for a library card, go into any participating PINES library. You will be asked to fill out an application form and to present identification. Original documents are required, photocopies are not acceptable. Acceptable ID for receiving a PINES card include:

- a) photo ID showing current local address, OR
- b) photo ID and one item from approved list (see below) showing current, local address (if photo ID does not have correct address), OR
- c) TWO (2) items from approved list (see below) showing current, local address.

### **Approved list includes:**

- . valid driver's license
- . valid voter registration card
- . valid matricula consular
- . checks with pre-printed addresses
- . a utility bill
- . tax receipt or other piece of mail that shows the user's name and present address.

By signing the library card application form, you are accepting full responsibility for all fines and fees including late fines, and fees for lost or damaged materials.

### **Where can I use my PINES card?**

You may use your PINES card at more than 275 libraries and affiliated service outlets in 53 library systems covering 144 counties throughout Georgia. There are several counties (for example, Fulton County) that do not participate in the PINES network but have their own

independent library systems. If you are a resident of one of these areas, you may still obtain and use a PINES card, but you will have to travel to a participating PINES library to do so.

### **Can I get a PINES card if I live in a non-PINES Georgia county?**

Library cards are free to all residents of Georgia. Persons who attend school, own property or are employed full-time in Georgia are eligible for a free PINES card. Patrons of both PINES and non-participating Georgia public libraries may receive a PINES card. Users from non-participating Georgia libraries have the same privileges as PINES users. Most PINES cards are valid for 2 years. Please visit your nearest PINES library facility with a picture ID and proof of address (or proof of employment, school enrollment, or property ownership as appropriate).

### **Can I get a PINES card if I live outside of Georgia?**

If you live in another state but attend school, own property, or are employed full-time in Georgia, you are eligible for a PINES card at no charge. Property owners who do not reside in Georgia are required to show proof of Georgia property ownership, such as a tax bill or deed. Non-Georgia residents who are employed in Georgia or attending school in Georgia are required to show proof of that employment or enrollment.

If you live in another state but do not meet one of the above criteria, you may get a PINES library card that is valid for one year for a \$25 fee. Temporary residents of Georgia are eligible for a 6-month library card for \$12.50. If neither of these options is appropriate, PINES library materials may be borrowed via your local library's Interlibrary Loan service - please contact your local library for details.

### **What do I do if I've lost my PINES card?**

If you lost your PINES card, or if it is stolen, please report it to your local PINES library

immediately. The library staff will be able to block your card so that no one else will be able to use it until you are able to get a replacement card. To request a replacement card, visit a PINES library in person with your proof of ID. You will be required to pay a \$2 card replacement fee. You will receive a new card with a different card number and your old card will remain inactivated. Any outstanding fines and fees, as well as records of currently checked out or overdue items will be automatically associated with your new card number.

**Can I get a PINES card for my child?**

There is no minimum age for a child to receive a PINES card. The process is the same as it is for obtaining an adult card, except a parent or legal guardian's proper identification will be used. The parent or guardian must sign the application form and accept full responsibility for all late fines or fees for lost or damaged materials.

**Do I need to have my PINES card with me to check out a book?**

Yes, it is PINES policy that you must have your card with you in order to check out a book. At this time, the PINES Executive Committee has not approved checkouts using cell phone apps or other devices.