

Puyallup Public Library Library Card Responsibilities

You are responsible for all materials checked out on your card. Therefore, if your card is **lost or stolen**, please report it. A new card is only \$1.00.

To avoid charges, all materials borrowed from Puyallup Public Library must be returned to **this building**.

Do we have your **email address**? We can notify you faster by email when an item you have requested arrives. Courtesy one-day notices for overdue items are emailed. Items that are overdue ten days (five for movies) will generate a notice by mail.

Email is also used for *Pre-Overdue Notices*. Three days before your next due date you will receive an email warning you to return or renew your items.

Your **PIN** number is the last four digits of your phone number (unless you choose something different). Your **USER ID** or **USER NAME** is the card number found below the barcode on the back of your card. If you want to place a hold (request) or look at “my account” on the computer, you may be asked for one or both of these numbers.

You may use your library card **until fines reach \$15.00**. When your card expires all fines must be paid before we renew.

One way to avoid fines is to **renew** your materials if you need to keep them longer. Renewals can be done online, in person, by phone or by email. You may renew an item if no one is waiting. **Remember**, the renewal date will be 7 or 21 days from the day you renew, depending on the type of material. Please ask us for instructions.

- **1 Week Loan**
 - DVDs (one renewal)
- **3 Week Loan**
 - New Books (one renewal)
 - Quick Picks (no renewals)
 - All other books and materials, including music CDs (2 renewals)

The only **check-out limit** we have at this time is for DVDs. You may check out **10** DVDs per card.

Last Updated: December 5, 2012