

# Everything YOU NEED TO KNOW ♦♦♦



## Free with Your Library Card!

Thank you for applying for a  
Prince George's County Memorial  
Library System library card.



This free card may be used to  
check out materials from any of  
our 19 branch libraries!

The library offers you a wide variety of

- print materials;
- electronic books;
- audiobooks;
- downloadable audio and video materials;
- educational DVDs and videos;
- live homework help for grades 4-12;
- storytimes for young children;
- summer learning programs for children and teens and
- interesting programs for adults.

You can customize your account with  
reading lists, email and text notifications, saved  
searches and more!

We offer internet access and have over 50 online  
research services available on our public access  
computers in the library branches, or from your  
own home computer. Our Library catalog is now  
available for your mobile device.

Parents: A library card is a key to your child's lifelong  
learning and success. Become familiar with the  
Library's collection to assist your child in choosing  
appropriate materials.

We look forward to being your  
library for many years to come.

Please have your library card with  
you whenever you wish to check out  
materials or use  
our public computers!

You may obtain your free library card at any  
branch library with a photo ID and proof of  
address. Residents of Maryland, the District  
of Columbia and Northern Virginia may get  
a Prince George's County library card free of  
charge.

**Computer Use Card:** If you don't have proof  
of ID, this free card allows use of our public  
computers with only a name, age and zip code  
required on the application.

**Library Card Expiration:** Library cards expire  
every three years. To renew your library card,  
please visit a branch with photo ID so that staff  
can update your information and expiration  
date.

**Lost or Stolen Library Cards:** If any copy of  
your card is lost or stolen, please report it  
immediately. You are responsible for all items  
borrowed up until the time you report your  
card lost or stolen.

**Replacing your Library Card:** You can replace  
your library card for free at any branch library  
with photo ID and proof of address. Please be  
sure to tell us when you change your name,  
address, email or telephone number.

**Borrowing Rules:** The date listed on your  
checkout receipt is the due date. Materials  
returned or renewed after the due date will be  
charged fines.

Most print materials not on reserve for another  
customer or overdue can be renewed twice.  
You can return items to any PGCMLS branch.

You may check out up to 75 items at one time.

# Fines and Fees

Fines and fees are due as of date charged.  
Accounts with balances of \$25 or more are considered delinquent and may be referred to collection.

## OVERDUE FINES

<b>Adult</b>	25 cents per item per day Maximum \$8.00 per item
<b>Young Adult</b>	25 cents per item per day Maximum \$8.00 per item
<b>Children's</b>	10 cents per item per day Maximum \$5.00 per item
<b>Videos/DVDS</b>	\$1.00 per item per day Maximum \$10.00 per item

## FEES

\$35.00 charge for all returned checks

\$15.00 fee for all accounts referred to collection

## LOST & DAMAGED MATERIAL CHARGES

**PGCMLS Items:** replacement cost of the material

**Missing Components:** See staff

**Interlibrary Loan Items:** The charge from the lending library

**You will not be permitted to check out materials if you have any of the below:**

- \$20.00 or more in outstanding fines and/or fees
- Two (2) or more overdue items
- Any material that is 45 days or more past due
- An outstanding collections balance

# Renew Your Items Online or by Phone

## ONLINE

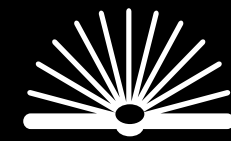
- Go to the library home page: <http://www.pgcmls.info>
- Click on Log into your Account (right side).
- Enter the barcode number on your library card (no spaces).
- Enter your password. If this is your first time logging in, your password will be the last four digits of the phone number on your account.
- Click the **Items Out** tab.
- Click on **Renew All Items** or select items to be renewed and click on **Renew Selected Items**.
- Wait for the "Renewal Response" screen to confirm that your renewal was successful then click the Back button BELOW the confirmation to view your new due date. You may wish to mark down or print out your new due date. It is your responsibility to renew and return materials on time.

## PHONE

- Dial 301-333-3111 on a touch-tone phone.
- Press 1 to begin renewal process.
- Enter the barcode number on your library card followed by the # key.
- Enter your password followed by the # key. If this is your first time logging in, your password will be the last four digits of the phone number listing on your account.
- Select your renewal option: 2 for listing of items, 3 for individual renewals by item barcode etc.
- If your renewal is successful, a new due date will be indicated by the renewal operator. You may wish to mark down your new due date. It is your responsibility to renew material on time.



PRINCE GEORGE'S COUNTY  
MEMORIAL LIBRARY SYSTEM  
[www.pgcmls.info](http://www.pgcmls.info)



PRINCE GEORGE'S COUNTY  
MEMORIAL LIBRARY SYSTEM

<b>Administrative Offices</b>	301-699-3500
<b>Accokeek Branch</b>	301-292-2880
<b>Baden Branch</b>	301-888-1152
<b>Beltsville Branch</b>	301-937-0294
<b>Bladensburg Branch</b>	301-927-4916
▪ <b>Bowie Branch</b>	301-262-7000
<b>Fairmount Heights Branch</b>	301-883-2650
<b>Glenarden Branch</b>	301-772-5477
<b>Greenbelt Branch</b>	301-345-5800
<b>Hillcrest Heights Branch</b>	301-630-4900
▪ <b>Hyattsville Branch</b>	301-985-4690
<b>Largo-Kettering Branch</b>	301-336-4044
▪ <b>Laurel Branch</b>	301-776-6790
<b>Mount Rainier Branch</b>	301-864-8937
▪ <b>New Carrollton Branch</b>	301-459-6900
▪ <b>Oxon Hill Branch</b>	301-839-2400
<b>South Bowie Branch</b>	301-850-0475
<b>Spauldings Branch</b>	301-817-3750
▪ <b>Surratts-Clinton Branch</b>	301-868-9200
<b>Upper Marlboro Branch</b>	301-627-9330
▪ Indicates branches with larger collections.	