



# Getting started at your Tyler Public Library

## Borrower Cards and Accounts:

- To receive a card, fill out an application at our registration desk.
- Bring a photo ID and proof of your name and current street address. (This proof could be a driver's license, state ID, military ID or a copy of a utility bill that has your name and current street address.)
- Library cards are issued to individuals only and should be used only by the person whose name appears on the account. Remember, you are responsible for everything checked out on your card!
- Library cards must be renewed every two years by residents and every year by non-residents. Please bring in a photo ID and proof of address at renewal time.
- Lost borrower cards cost \$1 to replace. There is no charge for your first card.
- You may access your account through the Library's website: [www.tylerlibrary.com](http://www.tylerlibrary.com) (click on the Review my account link). Your User ID is the 14-digit number on your library card; your PIN is issued as the word changeme.

You may also call the Library at (903) 593-7323, and we will be happy to assist you. Please have your library card number ready before you call.

## Borrowing Materials:

- The checkout periods for materials are one week for DVDs and videos and two weeks for other materials.
- You may renew your materials once if no other patron has placed a hold on them.
- Renew by accessing your account through the Library's website: [www.tylerlibrary.com](http://www.tylerlibrary.com) (click on the Renew my materials link). Your User ID is the 14-digit number on your library card. Your PIN is issued as the word changeme. You may also call the Library at (903) 593-7323. Please have your library card number ready before you call.
- We are not permitted by law to tell any other individual (including a spouse) what you have checked out, what fines you may have or when your borrowed materials are due. These rules do not apply to parents of minor children.

## Using computers:

- You will need a borrower's card to use the public computers.
- If you are a minor, your parent or legal guardian must sign an Internet acceptable use agreement for you.
- Children 12 or under must have a parent or guardian present when using the computer.
- Printing costs 10¢ per page.
- You should have some basic knowledge of computers before arriving, since staff are unable to offer personal training and instruction.

## Non-Resident Fees:

- If you live outside the city limits it costs 50¢ an item to check items out and 50¢ per session to use an Internet computer. Punch cards are sold for \$2, \$5 and \$10 for materials checkout. Internet sessions are paid for as needed.
- Non-residents also have the option of purchasing a six-month membership for \$25 for unlimited borrowing and unlimited Internet sessions.
- If you own property or a business inside the city limits of Tyler you will not have to pay to borrow items or use a computer, but you must bring in proof of ownership or property tax payment.

## Late Fees:

- There will be a 25¢ per day fee for each overdue item, to a maximum fee of \$10 per item.
- Patrons may not check out additional materials until overdue fines have been paid.
- If you are unable to pay your overdue fine, please return your materials and speak to the Circulation Supervisor about the possibility of a payment plan.

**The staff of the  
Tyler Public Library  
welcomes you!**