

REMEMBER...

- Let us know of any changes to your name, address, or phone number. Report any lost or stolen cards immediately.
- Don't let anyone borrow your card. You are responsible for any misuse of your card, and any material checked out on your card.
- Your library card has a barcode number and PIN unique to your library account. If you need to change your pin, see staff at the checkout counter.
- Forget your card? No problem! Just sign in to our mobile app using your phone.
- Limited access cards are available for juvenile and teen accounts.
- Download the DCPL Mobile App on your device
- Log-in with your library barcode number and PIN

Barcode:

PIN:

DCPL Mobile App

Google Play Store

Apple App Store



FOLLOW US ON SOCIAL MEDIA!



DAVISS COUNTY PUBLIC LIBRARY
2020 FREDERICA ST.
OWENSBORO, KY 42301
WWW.DCPLIBRARY.ORG

Call us at **270-684-0211**
for help, suggestions, or requests!



Press:

- 1 - Library hours, curbside delivery, & notary services
- 2 - Account information, holds, fees, & renewals
- 3 - Adult fiction, teen collection, movies, & music CDs
- 4 - General information, adult nonfiction, audiobooks, & Interlibrary Loan
- 5 - Children's collection & programming
- 6 - Local history and genealogy
- 7 - Homebound book delivery
- 8 - Administrative offices

Library Hours:

Monday - Thursday 9 - 9
Friday 9 - 8
Saturday 9 - 6
Sunday 1 - 5

**YOUR LIBRARY CARD
GIVES YOU ACCESS
TO A WORLD OF
INFORMATION!**

HOW DO I GET A LIBRARY CARD?

Daviess County residents will need to bring a government issued photo ID (driver's license, passport, state issued ID, etc.) in order to sign up for a free library card.

Non-residents can receive a card by purchasing one for \$45 (per year) or if they meet one of the following criteria:

- Kentucky resident age 50 years or older (with photo ID)
- Own property in Daviess County
- Attend school full time in Daviess County (with class schedule)
- Work **full** or **part** time in Daviess County (provide recent paystub or letter from human resources confirming employment)

How to Apply for a New Resident

Card Online

-or-

Renew Your Existing Resident Card

- Visit our website: www.dcpplibrary.org
- Scroll down to '[Get a Library Card](#)'
- Review the instructions for applying and send a copy of your driver's license or ID to ecard@dcpplibrary.org
- In the email's subject, please state if you are a **new** applicant or **renewing**

HOW LONG CAN I KEEP THIS?

Item	Checkout Limit	Loan Period
Books	UP TO 50	21 days
DVDS/BLURAYS	15	21 days
VIDEO GAMES	2	21 days
MUSICAL CDS	15	21 days
AUDIO BOOKS	14	21 days
MAGAZINES	7	21 days
HOTSPOTS	1	21 days
ROKUS	1	21 days
MUSEUM PASS	1	21 days
EDGE ICE PASS	1	21 days
FAMILY ENGAGEMENT KITS	1	21 days
KINDERGARTEN READINESS KITS	1	21 days

Total item checkout is **50 items**. You will receive reminder notices about your material through automated call, text, or email.

JUST KEEP IT!

All items not on hold or at the renewal limit (2 times) will be automatically renewed.

WHAT IF AN ITEM I WANT IS CHECKED OUT?

Simply place it on hold! Search for the item in our catalog at the library, or online at dcppl.bibliocommons.com.

Type in your barcode number (no spaces between numbers) and PIN.

Follow the instructions to set up an online account. Be sure to enter your birthdate, as children, teens, and adults have different requirements.

If all copies of a title are unavailable, click on "Place hold."

You will be notified when the item is available via phone call, text, or email.

Items will be held for 3 days before being returned to the shelf or given to the next patron in line.

LOOKING FOR SOMETHING WE DON'T HAVE?

Click the "Suggest a Purchase" link on our website to request that the item be added to the collection. The library does not guarantee that suggested purchases will be fulfilled.

You may also click on the "Interlibrary Loan" link to request an item be borrowed from another library. Interlibrary Loan services are free to all library card holders.