

Information for College Students

Become a Carnegie Library of Pittsburgh cardholder!

Because much of our funding is tax-supported and based on residency requirements, proof of your local address is required in order to obtain your Carnegie Library of Pittsburgh card. Please note that:

- Photo ID is required for all applicants.
- Proof of LOCAL Allegheny County/City of Pittsburgh address is required for all applicants.
- Students with a permanent residence outside Allegheny County should also provide this information in addition to the local address.
- Student cards are good for one year and all borrowing policies apply.

Need help in verifying your local address?

Students Staying in Campus Housing

Bring in a copy of your housing verification. To obtain a printout from your student account, see a reference librarian to obtain a guest pass to log onto a computer. Print out the screen which verifies your address and bring to the Customer Services Desk with your photo ID. If you cannot access your housing information online, please contact your Housing Office or university library to request address verification.

Students Staying in Off-Campus Housing

You may present any one of the following to verify your *local* address:

- Lease/Rental agreement (house, apartment, dormitory)
- Utility bill (electric, gas, telephone, water – dated within 4-6 weeks)
- Paycheck (dated within 4-6 weeks)
- Bank Account statement (dated within 4-6 weeks)
- Credit Card billing statement (dated within 4-6 weeks)
- PA Driver's License or Learner's Permit
- Vehicle registration card
- Vehicle insurance card
- Medical insurance card (if carries address information)

Please ask any staff member for further assistance.

QUICK TIPS

for Managing Your Carnegie Library of Pittsburgh Account

Secure Your Account: To protect your privacy, we cannot discuss your library account with any other individual. We recommend you do not lend your card to anyone and keep it in a secure area in your residence.

Borrowing Privileges: All borrowing policies apply. You are responsible for any item checked out on your account and all charges for late fees, lost or damaged materials. We ask that you pay your fines as promptly as possible.

Account Maintenance: We recommend you monitor your account regularly via our website at www.carnegielibrary.org. By entering your name and account number under the *My Account* page, you can view your checked-out material, place reserves or renew items (per policies).

Email Notification: If you provide your email address, your overdue or reserve notices will be sent via email. Please be sure that your spam filter accepts mail from: library1@lls11.einetwork.net.

University Materials: Please be careful NOT to return items belonging to your college or university to Carnegie Library of Pittsburgh! Although we make efforts to return these items to the owning institution, Carnegie Library of Pittsburgh is an independent public library and cannot guarantee the return of these items or that fines will not accrue until they reach the proper owning library. Likewise, do NOT return Carnegie Library of Pittsburgh items to your university library.

Questions? Call our Ready Reference Line at 412.622.3114.

University of Pittsburgh

- Log onto www.my.pitt.edu
- Go to Student Services
- Link to Student Center
- Go to Self Service
- Go to Campus Personal Information
- Print your mailing address information

If your local mailing address is incorrect you will need to go to the Pitt Registrar's office at G-1 Thackeray to update your record.

Housing Info/Panther Central: 412.648.1100
or pc@bc.pitt.edu

Carnegie Mellon University

- Log onto www.cmu.edu/hub
- Go to Student Information On-line (link towards the bottom of the page)
- Log in with your user name & password
- Go to Address Data
- Print your mailing address information

Housing Office Information: 412.268.2139
or plaid@andrew.cmu.edu

Carlow University

No online access available.

*Please contact your **Residence Life office:**
412.578.8776.*

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