

How to Apply for a Temporary Card – Fairview Heights Residents

This method is only for people who live in Fairview Heights that do not already have a library card. We will need some basic info including your name, address, email address, etc.

Please read the instructions carefully. After you submit your request, please wait for the confirmation. We will contact you once your account is active and usable. The time will vary based on when your application is submitted. Those submitted after 4pm on a Friday will not be reviewed until Monday.

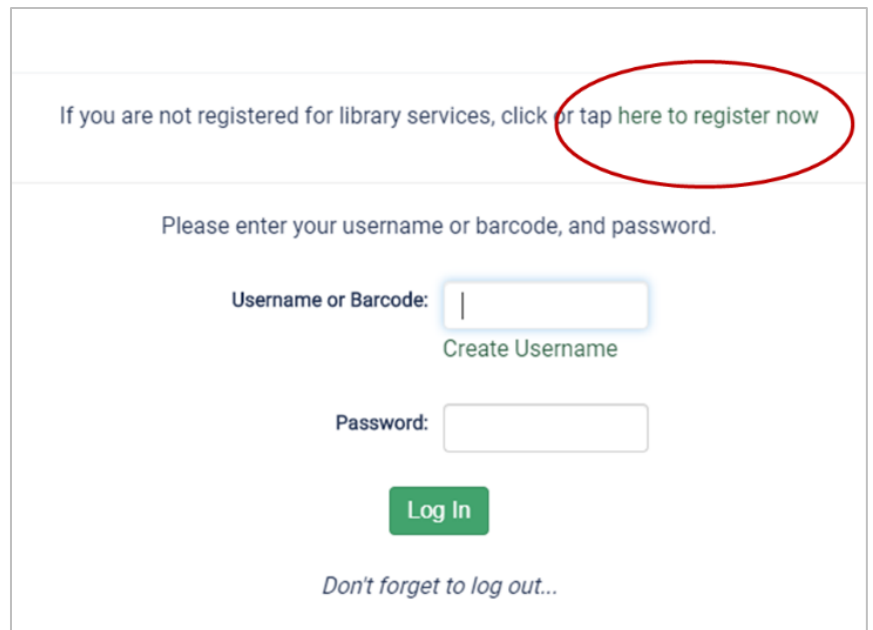
Step 1)

Click on the link on the previous page to access the account logon page for our database.

Step 2)

Click on "register now" as shown in the photo.

If a popup saying "you must be 13 or older" pops up, click "OK."



If you are not registered for library services, [click or tap here to register now](#)

Please enter your username or barcode, and password.

Username or Barcode:

Create Username

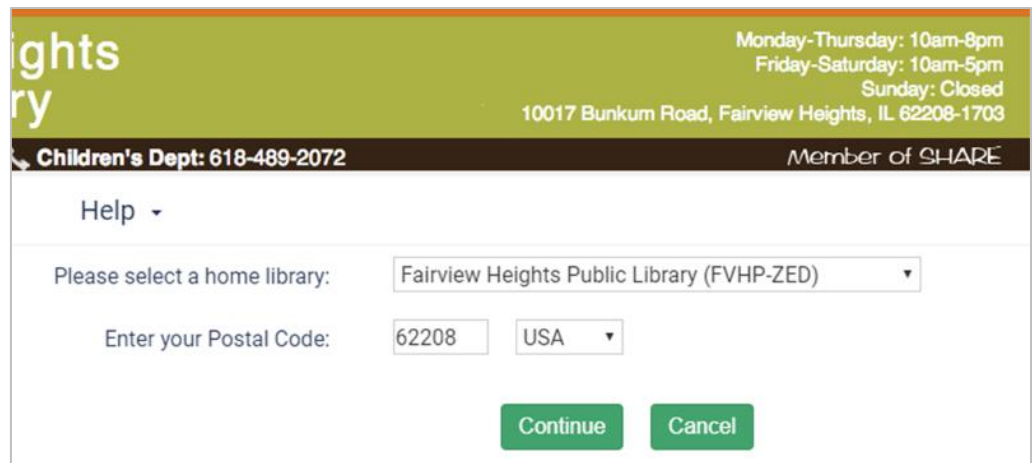
Password:

Log In

Don't forget to log out...

Step 3)

Select Fairview Heights Public Library as the home library. Type 62208 as the zip code.



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Monday-Thursday: 10am-8pm
Friday-Saturday: 10am-5pm
Sunday: Closed

10017 Bunkum Road, Fairview Heights, IL 62208-1703

Children's Dept: 618-489-2072 Member of SHARE

Help ▾

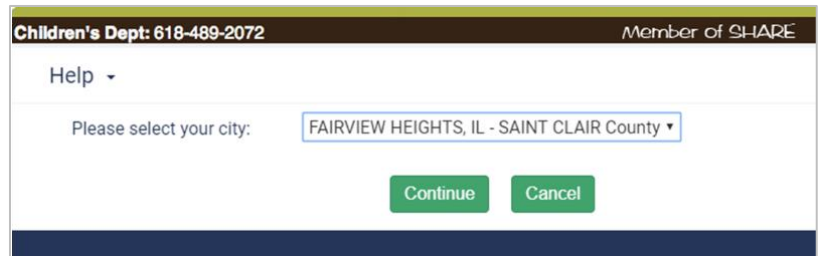
Please select a home library: Fairview Heights Public Library (FVHP-ZED) ▾

Enter your Postal Code: 62208 USA ▾

Continue Cancel

Step 4)

Select Fairview Heights as the city. Do not select East St. Louis.



Step 5)

You will now see the form to fill out your information. The required fields are marked with a red asterisk (*).

The top of the page says "you can pick up your card at the branch specified." We will not be making a physical card for you to pick up so you will not need to come to the library - this only gives access to the digital resources.

- **You MUST enter an email address and a phone number.**

If you would like to put additional ones that is okay, but we need at least one of each. Without these we will not be able to activate your account or contact you once it is ready.

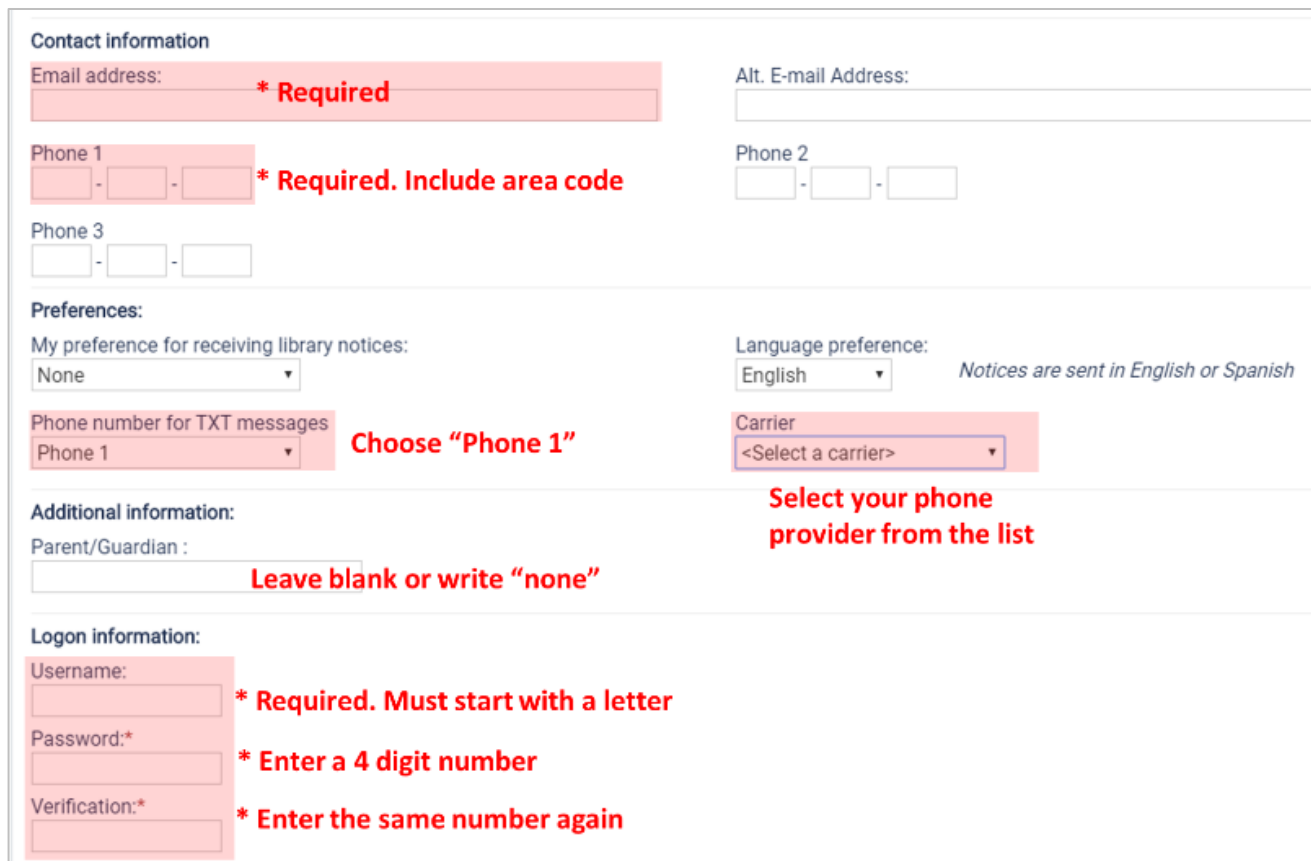
- For Preferences, mark "Phone 1" and choose your carrier for texting. Make sure your phone number is in the boxes marked Phone 1.

- Parent/Guardian is not required, so you can either leave it empty or you can type "none."

- **The Username must start with a letter.** If it does not, the page will tell you change it before moving on. When we create your account, this username will get changed to the barcode number that we generate, so it is not something that will remain a vital part of your account.

- **The Password should be a 4 digit number.** This PIN will be your password for some of the resources, so make sure it's something you'll remember. Type in this same number in the "Verification" field.

- When all information is filled out, submit the form.



Contact information

Email address: * Required

Alt. E-mail Address:

Phone 1: * Required. Include area code

Phone 2:

Phone 3:

Preferences:

My preference for receiving library notices: None

Language preference: English *Notices are sent in English or Spanish*

Phone number for TXT messages: Phone 1 **Choose "Phone 1"**

Carrier: <Select a carrier> **Select your phone provider from the list**

Additional information:

Parent/Guardian: Leave blank or write "none"

Logon information:

Username: * Required. Must start with a letter

Password: * Enter a 4 digit number

Verification: * Enter the same number again

Step 6)

If everything was entered correctly, once you submit the form you will see a confirmation page. You will not get an email confirming that the form was submitted. If your page shows the image below, that means you successfully submitted the form.

The next step is to wait for us to contact you by email to tell you your account information

You will not be able to access the digital resources until we contact you

The temporary barcode it shows you on the confirmation page **will not allow you to log in to our digital resources**. There will be no physical card to be picked up at the library. **We must activate your account before it will be usable**. Once we have activated your account, we will contact you to tell you your login information. We will attempt to have this done within 24 hours of you submitting the form if it is submitted on a weekday. Forms submitted after 4pm on a Friday will not be reviewed until Monday.

If you have any issues completing the form, please contact us by email at fhpl@fhplibrary.org or by phone at 618-489-2070 between 10:00 and 4:00 Mon-Fri.

Thank you! Your registration has been recorded. Your library card will be ready for you at the library you designated in your registration.

Your *temporary* barcode is PACREG #####

[Click here to log on to your account](#)

Our Current Digital Resources Include:

- **cloudLibrary** - eBooks and audiobooks
- **RBdigital** - audiobooks and magazines
- **Hoopla** - streaming movies, TV, comics, eBooks, audiobooks, etc.
- **Freegal** - free music streaming and downloads
- **Databases** and more at fairviewheightslibrary.org/resources

