

Online library card registration instructions

Click on the **Library Catalog** tab to start online registration - and follow these steps to set up your account:

1. Click **Patron Account** on the menu bar and then choose **click here to register now**.

The screenshot shows the top navigation bar of the Haggard Library website. The 'Patron Account' link is circled in red. Below the navigation bar, there is a language selection dropdown menu with 'English' and 'Español' options. A central message reads: 'If you are not registered for library services, [click here to register now](#)', where the link is also circled in red. Below this message are input fields for 'Barcode:' and 'Password:', followed by a 'Log In' button and a note: 'Don't forget to log out...'. The footer includes the 'POLARIS' logo, copyright information for 2009, and a 'POWERED BY POLARIS' badge.


2. The first registration screen will appear:

The screenshot shows a registration form with the following elements: a label 'Please select a home library:' followed by a list box containing 'Haggard Library', 'Davis Library', 'Harrington Library', 'Parr Library', and 'Schimelpfenig Library'; a label 'Enter your Postal Code:' followed by a text input field and a dropdown menu currently set to 'USA'; and two buttons at the bottom: 'Continue' and 'Cancel'.

3. **Select a home library**
The library you select becomes your home library. Any items placed on hold will be picked up at your home library unless you specify a different location
4. **Enter postal code and USA**
You must live in Texas to get a Plano library card. Type your five-digit U.S. Zip Code in the **Postal Code** box.
5. **Click Continue.**
If more than one city is associated with your postal code entry, the city screen appears. Select the correct city and click **Continue**.

The second registration screen will appear. Boxes marked with an asterisk * are required.

Welcome | Log In Switch to another b



Haggard Library
[Library Info](#) | [Search](#) | [Patron Account](#) | [Help](#)

Large Text

Please fill in the fields on this form and click Submit to register. Your online registration will be forwarded to the library. You can pick up your library card at the branch you specify in the form.

Language
 English
 Español

First name: *
 Middle name:
 Last name: *
 Street 1: *
 Street 2:
 City/Town: PLANO
 State/Province: TX
 Zip: 75023 -
 Registered at: Haggard Library
 Phone #: - -
 Email address:
 Gender: N/A Female Male
 Birth date: MM DD YYYY

Drivers License (12345678 TX, Passport, State):
 Parent/Guardian (Last name, First name):


Password: *
 Verification: *

*Note: * means required. Passwords must be the last 4 digits of your phone number.*

NOTE - Enter ALL data in ALL CAPS.

6. Type your **full legal name** - first, middle, and last name.
7. Type your **street address** information.
8. Type your **telephone** area code, prefix, and number.
9. Type your **e-mail address** for notification purposes. E-mail notices are ordinarily delivered in HTML format. You can specify plain text format at the library.
10. Indicate your **gender**, select **M** (male) or **F** (female).
11. Type your **birth date** - month (two digits), day (two digits), and year (four digits).
Example: A birth date of February 3, 1971 would be typed **MM- 02 DD- 03 YYYY- 1971**.
12. Type your **driver's license** - number and state abbreviation. Example - 12345678 TX
13. Type the last 4 digits of your home phone for your **password**. Type it again in the **verification** box. The password must match in both boxes or an error message will appear and you will need to re-enter the password.
14. Click **submit** to send your registration to the library for verification. If a duplicate registration is found, a message is displayed and you will need to contact the library for clarification.
15. A message will display a **temporary barcode** that you can use to request materials and do other operations online that require you to log in. **You will need the temporary barcode** to log in to your new account until you get your permanent card. You will need to pick up your permanent card in order to check out items.

Welcome | Log In Switch to another branch...



Plano Public Library System


Haggard Library

[Library Info](#) [Search](#) [Patron Account](#) [Help](#)


Large Text

Thank you! Your registration has been recorded. Your library card will be ready for you at the library you designated in your registration. You must present evidence of current local address such as driver's license or another document with your name and current address to receive your card. Please remember your temporary barcode and password. Use this information to login to your temporary account. **Your temporary barcode is PACREG326613**

[Back](#)



Copyright © 2009 Polaris Library Systems
Version: 3.5.406



16. To **pick up your card**, go to any Plano library to verify registration. You will need to bring evidence of your name and current local address such as a driver's license or other document (public utility bill, printed checks, insurance card, voter registration card, lease, or purchase agreement). If registration is for a child under 18 years of age, a parent or legal guardian must sign their application and agree to take responsibility for all materials borrowed on the card.
17. Residents living outside of Plano will be required to pay \$50 annually for a full access card. Cards will valid for one year from the purchase date and are non-refundable. Residents of the following cities are exempt from the library card fee since PPLS has a reciprocal lending agreement with the following Libraries: Allen, Frisco, Garland, McKinney, Richardson, The Colony, Wylie. Fee is payable when you pick up your library card.