FREQUENTLY ASKED QUESTIONS

FOR APS STUDENTS AND EMPLOYEES:

How do I access Fulton County Library Resources?
Use MyBackpack (APS) or the Library website (afpls.org/class) with your Student Username or Employee ID number. Your Student Username/Employee ID number acts as your library account number when using library resources.

What is my PIN?
If you attend a traditional school in APS, your PIN is your lunch number. If you attend an APS Charter School, your PIN is your 4 digit birthday using the month and day you were born (MMDD). Employees will use the phrase "CHANGEME" (case sensitive) as a PIN, until they have changed it.

May I change my PIN?
Students may not change their PIN. Employees are encouraged to change their PIN from "CHANGEME" as soon as possible.

Can the library tell me my Student Username or Employee ID number?
Your student username is the 1st letter of your first name, the first 7 letters of your last name, and the 4 final digits of your student ID. For example, if your name is Kate Pullman and the last four digits of your Student ID are 1234, your student username number will be KPULLMAN1234. If your last name is less than 7 digits long, it will be the 1st letter of your first name, your full last name, and the last 4 digits of your student ID. If you are an employee and you are unaware of your Employee ID number, please see a member of your HR team. Library staff are not able to give out Student Username or Employee ID numbers.

I’m trying to access a database and it is asking me for a library card number. I thought I just needed to know my Student Username or Employee ID?
Your Student Username and Employee ID number is your library card number.

How many items may I check out at one time with my CLASS PASS @ APS?

<table>
<thead>
<tr>
<th>Print Materials</th>
<th>eResources</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 books</td>
<td>hoopla digital - 10 downloads/month</td>
</tr>
<tr>
<td>10 CDs</td>
<td>Overdrive - 10 items every 30 days</td>
</tr>
<tr>
<td>5 DVDs</td>
<td>Axis 360 - 3 titles at a time</td>
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Where is the library nearest to me?
Check out our library locations and hours at [http://afpls.org/locations](http://afpls.org/locations).

What if I cannot return my books by the due date?
You may renew your items online at afpls.org (just click my account to login and renew your checked out items).

How much are the fines if I return a book late/or lose a book?
There are no fines! However, any item more than 60 days late will be considered lost and result in your account being blocked and billed for the catalog price of the item. A CLASS PASS account holder may clear a blocked account by writing a short review of a book. Click here to get started: [https://fultoncountyga.co1.qualtrics.com/jfe/form/SV_bxwXwItqh46qk4t](https://fultoncountyga.co1.qualtrics.com/jfe/form/SV_bxwXwItqh46qk4t).
The book/ebook title I want to check out is not in your system. How do I make a suggestion for the library to buy it?
Recommend a title for the library to purchase here: https://fultoncountyga.co1.qualtrics.com/jfe/form/SV_dbWu1a4f4BDjYV.

What is the difference between a regular library card and a CLASS PASS account?
A CLASS PASS account does not collect late fees. If the account becomes BLOCKED due to a lost item, a student can easily remove the fee by completing a simple writing task. The fine-free CLASS PASS should not be confused with a traditional Fulton County Library card. Fines will not be waived on late materials checked out with a traditional library card. The only way to avoid fines is to use your CLASS PASS account.

A curated collection of eBooks is available exclusively to CLASS PASS users. This content is not available to the general public.

I returned the public library’s book to my school media center by mistake.
Please visit your Media Specialist or Media Center designee and report the error as soon as possible, so that we may locate the item.

The item I want says it is on hold. How do I request it?
You may place an item on hold online or in person at your local library branch. Click here for instructions: http://www.afpls.org/afplsservices/how-do-i.

Do you have any apps?

How do I know when a book I have placed on hold is ready for pick-up or if I have an overdue library book?
All library notices will be emailed to your APS email address. If you do not know your APS student email address, please check with your teacher or Media Specialist/Media Admin.

I have a question I do not see on this page.
Visit Ask a Librarian (https://afpls.libanswers.com/) and chat with a member of our staff.

OPT-OUT:

What if I do not want my child to have a CLASS PASS @ APS account?
Parents may choose to opt their child out by completing an opt-out form online. If you are unable to access the online form, you may pick up a paper form from your child’s Media Center or from your school’s Media Admin. Click here to complete your opt out form online: https://fultoncountyga.co1.qualtrics.com/jfe/form/SV_3UYGeNGCuWz3Dlp.

Note: Parents who choose to opt their child out of this program limit their child’s access to fine-free public library resources. Students may be encouraged to use library resources to complete assignments.