

Information for University Students

Become a Carnegie Library of Pittsburgh cardholder!

Proof of your local address is required in order to obtain a Carnegie Library of Pittsburgh card. Please note that:

- We are a public library and not directly affiliated with any university library. You must obtain a separate card to use the public libraries in Allegheny County.
- Photo ID is required for all applicants (for example: Student ID, Driver's License, Passport).
- Proof of LOCAL Allegheny County/City of Pittsburgh address is required for all applicants.
- Students with a permanent residence outside Allegheny County should provide this address as a secondary contact.
- Student cards are good for one year and all standard borrowing policies apply.
- Your signature indicates agreement to follow all policies, return all materials and pay any late fees.

Need help in verifying your local address?

Students Staying in Campus Housing

You will need to show documentation that verifies your housing. 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 it 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. (See other side of this flyer for assistance.)

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, account number and PIN, 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@llsy1.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 Online (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

Duquesne University

- Go to www.dori.duq.edu
- Log in with your Multipass credentials
- Go to the Personal Information tab and click "View Addresses and Phones"
- Housing office information: 412.396.6655 or orl@duq.edu

The following Universities may not provide their information online. To receive a printed copy of your residence information please visit the corresponding library or Office of Residence Life:

Carlow University

Residence Life Office: 3333 Fifth Avenue
412.578.8776 or visit Grace Library

Chatham University

Residence Life Office: reslife@chatham.edu
412.365.1518 or visit Jennie King Mellon Library

Point Park University

Campus Life Office: 1st Floor Pioneer Building,
111 Wood Street • 412.392.8026

Robert Morris University

Residence Life office: Call 412.397.5252 or email reslife@rmu.edu for information on how to obtain your residence information online. Visit the Office of Residence Life or the RMU Library to print a copy of