The Alberta Library Card Instructions

1. Create a library profile for the patron as per your library's instructions for a TAL card. You should use a barcode on a sticker or something similar that you can apply to the card you will print out.
2. Navigate to the TAL card section on our website: https://thealbertalibrary.ca/services/tal-card
3. Open the TAL Card Template and fill out the Name, Issuing library, and Expiry Date fields
   a. The expiry date should be a year from the date the card was issued
   b. The date field, once clicked, has an arrow on the right side to select a date (in Adobe only)
4. Print the filled-out TAL card
   a. Ensure that "Actual Size" and "Print on Both Sides" are both selected
5. Have the patron sign the card
6. Apply the barcode that you use to create the patron profile in Step 1 to the TAL card
7. Additionally, you can also print the TAL Card Brochure that is on our website to give to the patron. This brochure explains how to borrow materials, how to return materials, what to do if the card is lost, etc.