

Directions for signing up or renewing you DLA membership

New Members

Signing up as a new member on Membership works

Open [DLA Membership Online Application](#)

1. Fill in all information at top of the form
 - a. Select type of membership
 - i. Institutional Substantial (4) or Institution Sustaining (2)
 1. Hit payment option
 2. Fill in Library name
 3. Scroll all the way down to save
 4. You do not need to select committees here
 5. Pay then send Kathy Joseph (Kathy.lee@lib.de.us) the list of who is paid or if the library paid for with the institutional or if the library paid for individuals (more than 4 or less than 2 members). She will put their information in manually.
 - a. **NAME:**
 - b. **Preferred phone number:**
 - c. **Preferred Email:**
 - d. **Preferred Address:**
 - e. **Library affiliation (NAME of library or School):**
 - f. **DLA Divisions you are currently in: One is free with membership (PLD, CRLD, DASL, YSD)**
 - g. **DLA Committees you are currently in:**
 - h. **Type of membership :**
 - i. **EXPIRATION DATE: 10/30/2025**
 - ii. Institution paid Email Kathy to let her know they
 1. **Have them sign up for Institution paid membership. Please email Kathy (Kathy.lee@lib.de.us) to let her know who your library paid for here also, this way she know someone did not choose this by accident, Kathy also needs to know divisions if more than 1.**
 - iii. Professional, Paraprofessional, Retired, Trustees, Students
 1. Fill in top information
 2. Scroll down to payment
 3. Click continue to payment
 4. Select division on next screen
 5. If you chose more than one division you will be asked to select the needed number divisions on the next page (if you selected one extra, you will choose 2...etc)

Any question, please email Kathy at Kathy.lee@lib.de.us

Directions for signing up or renewing you DLA membership

Renewing membership or making changes

1. Open **DLA Membership Online Application**
 - a. Click on [Manage Your Membership](#)
2. If you have not done so REQUEST NEW PASSWORD using the email address you provided to Kathy, it will take a bit for it to come to you. This is from membership works
3. Once you have your password, go in and RENEW, UPGRADE, or UPDATE
 - a. Professional, Para Professional, Retired, Trustees, Students
 - i. Fill in top information
 - ii. Scroll down to payment
 - iii. Click continue to payment
 - iv. Select division on next screen
 - v. If you chose more than one division you will be asked to select the needed number divisions on the next page (if you selected one extra, you will choose 2...etc)
 - b. Institutional Substantial and sustaining
 - i. Go in and fill out information and email Kathy (Kathy.lee@lib.de.us) the list of members being paid for in the current year
 - c. Institution paid Email Kathy to let her know they
 - i. **Have them sign up for Institution paid membership. Please email Kathy (Kathy.lee@lib.de.us) to let her know who your library paid for here also, this way she know someone did not choose this by accident. Also, let Kathy know what divisions they want if more than 1.**

Any question, please email Kathy at Kathy.lee@lib.de.us