

## Use your card:

- At any Hillsborough County Public Library, and on the Bookmobile or Cybermobile.
- At your home or office to access the premium subscription databases at [www.hcplc.org](http://www.hcplc.org) for FREE.
- At any public library in Hillsborough County to access the Internet and other library computer services.
- To use Internet computers, you must have a library card in good standing and have resolved delinquent fines/fees exceeding \$10.00.

## This is your permanent card:

- It expires every three years and may be updated by presenting proof of current address.
- Notify the library promptly if you change your address. Your telephone number or email address must be current to continue receiving notifications.
- You are financially responsible for all items borrowed on your card by yourself or anyone who uses it.
- Please report a lost or stolen card immediately so that the library can issue you a new card and prevent others from using your old one.

## Children under age 17:

- A parent or guardian is responsible for all fines, fees or charges associated with use of the card.
- A parent or guardian may choose to restrict their children under age 17 from borrowing unrated or R-rated DVDs and videos by filling out the library card registration form.
- Children under age 17 are required to complete the NetSmartz® Internet Safety program prior to accessing a public Internet computer unless a parent or guardian signs an authorization form waiving the requirement.

## Other conditions:

- You must present a library card or photo identification when you visit the library before staff can give you information about your record [*Florida Statutes, Chapter 257.261(15)*]. By telephone, you must provide a library card number to receive information or renew material.
- The library is not responsible for the operation of or any damages to your equipment while using audio, video or computer materials borrowed from the library.
- The library reserves the right to impose other limits on loan periods or the number of items that may be checked out.

## Tampa-Hillsborough County Public Libraries

900 N. Ashley Drive  
Tampa, FL  
(813) 273-3652  
[www.hcplc.org](http://www.hcplc.org)

HILLSBOROUGH COUNTY  
*Board of County Commissioners*



# Using...

# Your library card



# hcplc.org

# Your library card...

Is your *free* passport to informational and recreational resources provided by the Tampa-Hillsborough County Public Libraries for your reading, listening and viewing pleasure.

## Checkout Guide

Item Type	Loan Period	Renewals	Grace Period	Holds	Overdues	Return to
<b>Books, Audio Materials, Magazines</b>	21 days	Limit of 2 if no holds	7 days	Yes, except magazines and board books	20¢ a day; \$5.00 max.	Any Hillsborough County Public Library
<b>Videos, DVDs</b>	7 days	Limit of 2 if no holds	7 days	Yes	20¢ a day; \$5.00 max.	Any Hillsborough County Public Library
<b>Realia (MOSI &amp; Seffner-Mango only)</b>	7 days	Cannot be renewed	None	No	\$1 a day; 10% of cost max.	Must be returned to originating library, either MOSI or Seffner-Mango
<b>Book Club in a Bag</b>	6 weeks	Cannot be renewed	None	Yes	\$1 a day; Replacement of entire bag is \$140	Any Hillsborough County Public Library

### Check-out:

- You must present your library card to check-out material and your account must be in good standing, with no fines or fees owed.
- Library Cards: You may get 1 free library card and one free replacement per year. There is a \$2.00 replacement fee thereafter.
- Receipts are issued at checkout listing when your items are due.
- Limits: 50 total items on your card. Of those 50, the maximum for DVDs and CDs is 25.

### Holds/Reserves:

- You will be notified when Holds are available for pickup. Inform library staff if you prefer to receive telephone or email notification for Holds.
- Holds can only be checked out with the card that was used to place the Hold.
- Interlibrary Loan requests are only for Hillsborough County customers.

### Renewals:

- Renew library materials, if there are no Holds, at any Hillsborough County Public Library location or by telephone at (813) 307-4465. Your library card number is required for all telephone renewals.
- Check your record or renew items online at [www.hcplc.org](http://www.hcplc.org) by clicking on **Renew Materials** under **Library Services**. (See Checkout Guide above.)
- Each item renewed after the 7-day grace period will accrue a minimum fine of 20¢ per day.

### Overdues & Fines:

- A telephone or email message will try to notify you of overdue materials as a courtesy. Failure of this notice does not excuse fines. [Libraryelf.org](http://Libraryelf.org) is available for free email alerts.
- Failure to return materials and/or resolve charges of \$25.00 or more will result in your account being turned over to a collection agency with a \$10 fee.
- Lost or damaged items are billed for the full cost. You may not check-out any other items until fines are resolved.

### Limits on Hold Requests:

- 20 Hold Requests on library materials at any one time. Of that total, up to 10 items can be DVDs and CDs.
- Call (813) 307-4465 to check your library record. Review or change the status of your Hold Requests online at [www.hcplc.org](http://www.hcplc.org).

### Bruton Memorial Checkout Exceptions:

- Oversized Juvenile Books: Cannot be checked out.
- CD-ROMs: 21 day loan; no grace period.