

Your Library Card...

Your *free* passport to the informational and recreational resources provided by the public library for your reading, listening and viewing pleasure. This guide will help you effectively use these services.

Checkout Guide

Item Type	Loan Period	Renewals	Grace Period	Holds	Overdues	Return to
Books, Audio Materials, Magazines	21 days	Limit of 2 if no holds	7 days	Yes, except magazines and board books	20¢ a day; \$1.60 min., \$5.00 max.	Any Hillsborough County Public Library or Reciprocal Borrowing Library
Videos, DVDs	7 days	Limit of 2 if no holds	7 days	Yes	20¢ a day; \$1.60 min., \$5.00 max.	Any Hillsborough County Public Library or Reciprocal Borrowing Library
Realia (MOSI & SMB only)	7 days	Cannot be renewed	None	No	\$1 a day; 10% of cost max	Must be returned to originating library either MOSI or SMB
Adaptive Toys	21 days	Cannot be renewed	None	Yes	\$1 a day; 10% of cost max	Any Hillsborough County Public Library or Reciprocal Borrowing Library

Checkout:

- To Check out: You must present your library card or your photo ID to check out material.
- Receipts: 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 10 each.

Holds/Reserves:

- You will be notified when Holds are available for pickup. Inform library staff if you prefer to receive telephone or e-mail notification for holds.
- Holds can only be checked out with the card that was used to place the hold.

Renewals:

- Renew library materials, if there are no holds, at any Hillsborough County Public Library location or by telephone at 307-4465. *Your library card number is required for all telephone renewals.*
- Check your record or renew items online at **hcplc.org** by clicking the **Services** button and selecting **Your Library Card**. You may not renew your materials if you have 10 or more overdue materials. (See Checkout Guide above.)

Overdues & Fines:

- A telephone or e-mail message will try to notify you of overdue materials as a courtesy. Thirty days after the material is overdue, a notice is sent.
- Failure to return materials and resolve charges will result in your account being turned over to a collection agency.
- Lost or damaged items are billed for the full cost. You may not check out until 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 307-4465 to check your library record, review or change the status of your Hold Requests online at **hcplc.org**.

Bruton Memorial Checkout Exceptions:

- Oversized Juvenile Books: Cannot be checked out.
- CD-ROMs: 21 day loan; No grace period.
- Magazines: 7 day loan; No renewal; Return to Bruton Memorial Library.

Card Use

Use your card:

- At any Hillsborough County Public Library, on the Bookmobile, Cybermobile and at Electronic Libraries.
- At your home or office to access the premium subscription databases at hcplc.org for FREE.
- At any public library in Hillsborough County to access the Internet and other library computer services.

This is your permanent card:

- It expires every three years and may be updated by verifying your address and phone number.
- Notify the library promptly if you change your address, telephone number or e-mail address.
- You are financially responsible for all items borrowed on your card by yourself or anyone who you allow to use 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:

- The parent or guardian is responsible for all fines, fees or charges associated with use of card.
- Parent or guardian may choose to restrict their children under 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 the 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.

HILLSBOROUGH COUNTY
Board of County Commissioners

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Using...

Your
Library
Card



For More Information,
Call: (813) 273-3652
Or
Visit Us on the Web!

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