

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 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 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.



Using... Your library card



Tampa-Hillsborough County Public Libraries
900 N. Ashley Drive
Tampa, FL
(813) 273-3652
www.hcplc.org

HILLSBOROUGH COUNTY
Board of County Commissioners

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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
Books, Audio Materials, Magazines	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
Videos, DVDs	7 days	Limit of 2 if no holds	7 days	Yes	20¢ a day; \$5.00 max.	Any Hillsborough County Public Library
Realia (MOSI & Seffner-Mango only)	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
Book Club in a Bag	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.
- Replacement Cards: You may get 1 free library card 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 10 each.

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 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 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.

Bruton Memorial Checkout Exceptions:

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