

### Use Your Card:

- To check out materials or access the Internet at any Hillsborough County Public Library Cooperative location.
- To download or stream books, music, and movies, or access premium subscription databases for FREE from any device.

### Confidentiality:

- Privacy of library records is required by Florida Statutes, Chapter 257.261.
- No records of materials borrowed or requested are kept once the materials have been returned.
- A library card or photo ID is required to get information about your account in person; a library card number is required to get information by phone.

### Renewing or Replacing Cards:

- Cards expire every three years and may be updated with proof of address and photo ID.
- One free card is issued per calendar year for Hillsborough County card holders (*Temple Terrace card holders have a \$1 replacement fee*). There is a \$2 replacement fee for each additional card.
- Notify the library promptly if your card is lost or stolen. Cardholders are responsible for all fines/fees charged to their account.

### Children Under Age 17:

- Parent/guardian is responsible for all fines/fees charged.
- Access to unrated or R-rated DVDs is restricted unless parent/guardian gives permission.
- Access to the Internet is restricted unless parent/guardian gives permission or child completes the NetSmartz Internet Safety program.

### Other Conditions:

- The library is not responsible for the operation of or any damage to your equipment while using audio, video, or other materials borrowed.
- The library reserves the right to impose other limits on loan periods or the number of items that can be checked out.

Hillsborough County Public Library Cooperative  
(813) 273-3652 | [www.HCPLC.org](http://www.HCPLC.org)

# Using Your Library Card



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Hillsborough  
County Florida





Your library card... access to everything you need.

## Checkout Guide

Item Type	Borrow Up To	Keep It For	Renew It	Grace Period	Request Up To	Overdue Fines
Books, Audio, Magazines	50	21 days	Twice	7 days	20	20¢ a day; \$5 maximum
Digital Materials	Varies	Varies	Cannot be renewed	None	Varies	None
DVDs	25	7 days	Twice	7 days	10	20¢ a day; \$5 maximum
Kits, Equipment, Technology	Varies	7 days 21 days	Cannot be renewed	Varies	Varies	\$1 a day; \$5 maximum

### Checking Out and Returning Materials:

- Total fines and fees on card account must be less than \$5.
- Receipts with due dates are issued at checkout.
- Most materials may be returned to any Hillsborough County Public Library Cooperative location.
- Kits, equipment, and technology must be returned to the same library as checked out.

### Requesting Materials:

- Library materials may be requested and picked up at any location.
- To check out materials, total fines and fees on card account must be less than \$5.
- Notification is sent when requested materials are available.
- Materials being held must be checked out with the same library card that was used to place the request.
- Hillsborough County residents can also make Interlibrary Loan requests.

\* Visit [HCPLC.org](http://HCPLC.org) for HAAL Pass guidelines.

**For more information call (813) 273-3652 or visit [www.HCPLC.org](http://www.HCPLC.org).**

### Renewing Materials:

- Total fines and fees on card account must be less than \$5.
- Most materials can be renewed unless requested by another customer.
- Renew materials at [HCPLC.org](http://HCPLC.org) or call the automated renewal line at (813) 307-4465.
- Materials renewed after the 7-day grace period will accrue a minimum fine of 20¢ per day, per item.

### Overdue Fines or Fees:

- Reminders will be sent by phone, text, or email (*Failure to receive reminder does not excuse fines*).
- Accounts with charges of \$50 or more will be sent to a collection agency and charged an additional \$10 fee.
- Lost or damaged materials are billed at full cost.
- No additional materials may be checked out until total fines or fees are less than \$5.
- To use library internet computers or to access electronic resources outside of the library, total fines or fees must be less than \$10.

### Refunds:

- Lost materials that were paid for are eligible for a refund if found and returned within 2 years of checkout. The receipt of payment must be presented.