Use Your Card:
- Check out materials or access the Internet at any Hillsborough County Public Library Cooperative location.
- 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.
- Notify the library promptly if your card is lost or stolen. Cardholders are responsible for all fees charged to their account.

Children Under Age 17:
- A parent or legal guardian is responsible for all fees charged.
- Access to unrated or R-rated DVDs is restricted unless a parent or legal guardian gives permission.
- Access to the Internet is restricted unless a parent or legal guardian gives permission or the child completes the NetSmartz Internet Safety program.
- The parent or legal guardian listed on the child’s account can make changes at any time by visiting your local library with a photo ID.

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
Checkout Guide

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Borrow Up To</th>
<th>Keep It For</th>
<th>Renew It</th>
<th>Grace Period</th>
<th>Request Up To</th>
<th>Overdue Fines</th>
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</thead>
<tbody>
<tr>
<td>Books, Audio, Magazines</td>
<td>35</td>
<td>21 days</td>
<td>Twice</td>
<td>8 days</td>
<td>35</td>
<td>None</td>
</tr>
<tr>
<td>Digital Materials</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
<td>None</td>
<td>Varies</td>
<td>None</td>
</tr>
<tr>
<td>DVDs</td>
<td>35</td>
<td>7 days</td>
<td>Twice</td>
<td>8 days</td>
<td>35</td>
<td>None</td>
</tr>
<tr>
<td>Kits, Equipment, Technology</td>
<td>Varies</td>
<td>7 days 21 days</td>
<td>Cannot be renewed</td>
<td>Varies</td>
<td>Varies</td>
<td>None</td>
</tr>
</tbody>
</table>

**Checking Out and Returning Materials:**
- To check out materials, a card must be in good standing.
- 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.
- The maximum (total) number of items available for checkout is 35.

**Renewing Materials:**
- Most materials will be automatically renewed two days before the due date unless requested by another customer or the maximum renewal limit has been reached.
- Renew materials at HCPLC.org or call the automated renewal line at (813) 307-4465.

**Requesting Materials:**
- To request materials, a card must be in good standing.
- Most library materials may be requested and picked up at any location.
- 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.

**Fees:**
- Reminders will be sent by phone, text, or email.
- Lost or damaged materials are billed at full cost.
- No additional materials may be checked out until materials are returned or fees paid.

For more information call (813) 273-3652 or visit www.HCPLC.org.