

BAYCOUNTY LIBRARY SYSTEM

Checkout Limits and Fee Structure Policy

Checkout of library materials requires processing through the circulation system, including the assignment of a due date. Standard checkout period and limits on items are as follows:

The total number of items that a patron may check out at any one time is 75, with no more than a combination of 25 audio-visual items (videos, DVDs, Books on Tape, Books on CD, music CDs, music cassettes and Playaways).

<u>Item Type</u>	<u>Limit</u>	<u>Checkout Period</u>	<u>Overdue Fines</u>
Books	75	3 weeks	\$.10 per item per day
New Books	75	3 weeks	\$.10 per item per day
Magazines	75	3 weeks	\$.10 per item per day
Videos and DVDs	25	1 week*	\$.10 per item per day
Books on Tape/CD	25	3 weeks	\$.10 per item per day
CD-ROMs	25	3 weeks	\$.10 per item per day
Music CDs	25	3 weeks	\$.10 per item per day
Music cassettes	25	3 weeks	\$.10 per item per day
Book Club Collection Bags	2	6 weeks	\$.10 per bag per day
Playaways	25	3 weeks	\$.05 per item per day
J Books	75	3 weeks	\$.05 per item per day
J New Books	75	3 weeks	\$.05 per item per day
J Magazines	75	3 weeks	\$.05 per item per day
J Videos and DVDs	25	1 week*	\$.10 per item per day
J Books on Tape/CD	25	3 weeks	\$.05 per item per day
J CD-ROMs	25	3 weeks	\$.05 per item per day
J Music CDs	25	3 weeks	\$.05 per item per day
J Music cassettes	25	3 weeks	\$.05 per item per day
J Puppets/Toys	2	3 weeks	\$.05 per item per day
eBooks/eAudiobooks	5	2 weeks	none (automatic return)

*Checkout period for videos and DVDs from the bookmobile is 3 weeks

There is a cost of \$.50 per title to rent fiction (entertainment) videos or DVD's. There is no charge to check out non-fiction videos or DVDs.

The maximum overdue fine for adult materials is \$9.00, or 90% of the cost of the item if it is less than \$10.00. The maximum overdue fine for a juvenile item is \$2.00.

USER FEES

Lost Library Card	\$3.00
Photocopies, black & white	\$0.15
Photocopies, color	\$1.00 (available at Wirt only)
Printer copies, black & white	\$0.15
Printer copies, color	\$0.50 (available at Wirt only)
Microfilm/fiche copies	\$0.25
Lost materials	Replacement cost plus non-refundable \$5 processing fee per item (all materials)
Collection Agency Fee	\$10.00