

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 amount of items that a patron may check out (in any combination) is 75.

<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 DVD's	25	3 weeks	\$.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 CD's	25	3 weeks	\$.10 per item per day
Audiocassettes	25	3 weeks	\$.10 per item per day
Fishing Poles	1	3 weeks	\$.10 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 DVD's	25	3 weeks	\$.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 CD's	25	3 weeks	\$.05 per item per day
J Audiocassettes	25	3 weeks	\$.05 per item per day
J Puppets/Toys	2	3 weeks	\$.05 per item per day

There is a cost of \$.50 per title to rent videos or DVD's.

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

USER FEES

Lost Library Card	\$3.00
Photocopies	\$.15
Color Copies	\$1.00
Printer copies	\$.15
Microfilm/fiche copies	\$.25
Lost materials	Current replacement cost of item
Collection Agency Fee	\$10.00

08/26/09 board approved