

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 CD, music CDs, and Playaways).

<u>Item Type</u>	<u>Limit</u>	<u>Checkout Period</u>
Books	75	3 weeks
New Books	75	3 weeks
Magazines	75	3 weeks
Videos and DVDs	25	1 week*
Books on CD	25	3 weeks
Music CDs	25	3 weeks
Book Club Collection Bags	2	6 weeks
Playaways	25	3 weeks
J Books	75	3 weeks
J New Books	75	3 weeks
J Magazines	75	3 weeks
J Videos and DVDs	25	1 week*
J Books on CD	25	3 weeks
J Music CDs	25	3 weeks
J Puppets/Toys	2	3 weeks
eBooks/eAudiobooks	5	2 weeks

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

USER FEES

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	50% of price on catalog
Collection Agency Fee	\$10.00

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