

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).

| Item Type | Limit | Checkout Period |
|---------------------------|--------------|------------------------|
| Books | 75 | 3 weeks |
| New Books | 75 | 3 weeks |
| Magazines | 75 | 3 weeks |
| Videos and DVDs | 25 | 3 weeks |
| 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 | 3 weeks |
| J Books on CD | 25 | 3 weeks |
| J CD-ROMs | 25 | 3 weeks |
| J Music CDs | 25 | 3 weeks |
| J Puppets/Toys | 2 | 3 weeks |
| eBooks/eAudiobooks | 5 | 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 |

Updated 1/2022