

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:

- Parent/guardian is responsible for all fees charged.
- Access to unrated or R-rated DVDs is restricted unless parent/guardian gives permission.
- Access to the Internet is restricted unless parent/guardian gives permission or child completes the NetSmartz Internet Safety program.

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

Pub. 9/2021

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Hillsborough
County Florida



HCPLC **ORG**
HILLSBOROUGH COUNTY PUBLIC LIBRARY COOPERATIVE
Discover • Engage • Transform



Your library card... access to everything you need.

Checkout Guide

Item Type	Borrow Up To	Keep It For	Renew It	Grace Period	Request Up To	Overdue Fines
Books, Audio, Magazines	35	21 days	Twice	8 days	35	None
Digital Materials	Varies	Varies	Cannot be renewed	None	Varies	None
DVDs	35	7 days	Twice	8 days	35	None
Kits, Equipment, Technology	Varies	7 days 21 days	Cannot be renewed	Varies	Varies	None

Checking Out and Returning Materials:

- To check out materials, 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.
- Maximum (total) number of items available for checkout is 35.

Renewing Materials:

- Most materials will be automatically renewed 2 days prior to 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, 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.