

# 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>
Adult Books and Magazines	75	3 weeks
Children's Books and Magazines	75	3 weeks
Audio-Visual Materials	25	3 weeks
Book Club Connection Bags	2	6 weeks
Special Collections	3	3 weeks

Streaming Services (eBooks/eAudiobooks) vary from 5-10 items depending on vendor.

### USER FEES

Photocopies, black & white	\$0.15
Photocopies, color	\$0.15
Printer copies, black & white	\$0.15
Printer copies, color	\$0.50 (available at Wirt and Auburn only)
Microfilm/fiche copies	\$0.25
Lost materials	50% of price on catalog on books only, all other material is full price.
Collection Agency Fee	\$10.00

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