

DETAILED CIRCULATION POLICIES – PPLC LIBRARIES

BORROWING POLICIES – PPLC LIBRARIES

	Checkout				Fines			
	Transaction Limit	Loan period	Renewal unless they are being held for others	Requests allowed	Dunedin Gulf Beaches Palm Harbor Safety Harbor	Clearwater Gulfport Largo Oldsmar St. Pete Beach St. Petersburg Seminole Tarpon Springs	East Lake Pinellas Park	Maximum Per Item
Print Material								
New/High demand items	50	14	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Book	50	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Book Club Bag	2	56	2	15	**\$0.20	\$0.15	\$0.10	**\$5.00
Paperback	50	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Magazine	50	14	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Vertical File	10	28	2	10	\$0.20	\$0.15	\$0.10	\$5.00
Audio Material								
Audiocassette	50	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
CD Book	25	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Digital Audio Book	6	28	2	6	\$0.20	\$0.15	\$0.10	\$5.00
MP3 Audio Books	6	28	2	6	\$0.20	\$0.15	\$0.10	\$5.00
CD Music	25	14	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Kindle Readers	1 1	14 14	0 0	0 1	@\$2.00 & **\$5.00			@400 & **\$25.00
Video Material								
Blu-Ray	6	7	1	6	\$1.00	\$1.00	\$1.00	\$5.00
DVD	8	7	1	8	**\$1.00	\$1.00	\$1.00	\$5.00
Videocassette	50	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Software Material, etc.								
eSources/ Computer Files	25	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Electronic Game	2	7	2	2	\$1.00	\$1.00	\$1.00	\$5.00
Equipment	2	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
ILL	5	varies	0	5	#^**\$0.20	\$0.15	\$0.10	\$5.00
Multimedia Kit	50	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Puzzles	6	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Software	2	28	2	15	\$0.20	\$0.15	\$0.10	\$5.00
Toys	3	28	2	15	**\$0.20	\$0.15	\$0.10	**\$5.00

@ **East Lake** - \$2.00/\$400.00 Kindle Readers

****Palm Harbor** - \$2.00/\$20.00 for Toys, \$2.00/\$10.00 Book Club Bag (Book Clubs to Go), \$0.25/\$5.00 ILL, \$5.00/\$25.00, Kindle Readers \$5.00/\$25.00, DVD/VHS \$0.20/\$5.00

Pinellas Park - \$0.25/day for ILL

^ **St. Petersburg** - \$0.25/day for ILL;

Note: The total number of requests for each person shall not exceed be 15. These may be made up of 1 or more item types.

DETAILED CIRCULATION POLICIES – PPLC LIBRARIES

PRINT MATERIALS

All PPLC member libraries currently circulate books, paperbacks, magazine, multimedia kits, and virtual print materials with limits as follows:

- Checkout limits for total number of all items: 50
 - Items which allow 50 items are as follows:
 - Books
 - Electronic resources
 - Magazines
 - Multimedia Kits
 - Paperback books
- Note: any additional limits on specific items or item types are included within the 50 total items
- Check out period: 28 days on most items (see specific lists as needed)
 - Renewal – two (2) on all print items (except Interlibrary Loans)
 - Fines \$0.10 per item per day to a maximum of \$5.00 (except St. Petersburg, Gulf Beaches & Largo Libraries \$0.15 per item per day to a maximum of \$5.00)
 - Requests/Holds – 15 on most items, except DVDs, Inter-library Loans, and software

Staff Note: This could show up to 100 items on a patron's record to allow for items that have been returned and have not yet been checked in at other locations, etc.

Exception: The Talking Book Library circulates videos only to Talking Book Library patrons, 1 item per patron with no fines applying.

EQUIPMENT, PUZZLES, and TOYS

PPLC member libraries currently circulate a variety of other items with limits as follows:

- Check out Limits:
 - Equipment 2 items
 - Puzzles 6 per checkout
 - Toys 3 items
- Check out period: 28 days
- Renewal: two (2) times, if the items are not requested for other patrons
- Fines: \$0.10 per item per day at all libraries except St. Petersburg, Gulf Beaches and Largo where the fines are \$0.15 per item per day to a maximum of \$5.00
- Reserves/HOLDS: Up to 15 total items may be requested or placed on HOLD in the PALS system for a single patron at any given time, any or all of these may be equipment, puzzle, or toy items.

Staff Note: The PALS system could show up to four (4) equipment items, twelve(12) puzzle items, and six (6) toy items on a patron's record to allow for items that have been returned and have not yet been checked in at other locations, etc.

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SOUND RECORDINGS

- Checkout Limits: CD Book, Audiocassettes: 50
Music CDs: 25
Digital Audio Book, MP3 Audio: 6
- Check out Period: CD Book, , Audiocassettes: 28 days
Music CDs: 14 days
Digital Audio Book, MP3 Audio: 7 days
- Renewals: two (2) if the items are not requested for other patrons
- Fines: \$0.10 per item per day at all libraries except St. Petersburg, Gulf Beaches and Largo where the fines are \$0.15 per item per day to a maximum of \$5.00
- Requests/Holds: Up to 15 total items may be requested or placed on HOLD in the PALS system for a single patron at any given time, any or all of these may be sound recordings in any format.

Staff Note: The PALS system could show up to 100 non-musical sound recordings of each materials type or 50 musical sound recordings on a patron's record to allow for items that have been returned and have not yet been checked in at other locations, etc.

SOFTWARE

PPLC member libraries currently circulate electronic games and software with limits as follows:

Software is defined as any electronic computer program, including, but not limited to, CD-ROMS. Electronic games are defined as software designed to work with a game system such as but not limited to Wii, Xbox or Playstation.

- Checkout Limits: two (2) software items at one time
Two (2) electronic game at one time
- Check out Period: 28 days for software
7 days for electronic games
- Renewals: two (2) times, if the items are not requested for other patrons
- Fines: \$1.00 per item per day at all libraries to a maximum of \$5.00
- Reserves/HOLDS: Up to 15 total items may be requested or placed on HOLD in the PALS system for a single patron at any given time, any or all of these may be software items, only two (2) of them may be an electronic game.

Staff Note: The PALS system could show up to four (4) software items and four (4) electronic games on a patron's record to allow for items that have been returned and have not yet been checked in at other locations, etc.

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VISUAL MATERIALS

All PPLC member libraries currently circulate DVDs and VHS videos with limits as follows:

- Checkout Limits: VHS, 50, DVD: 8; if materials are available, these may all be videos
- Check out Period: 7 days
- Renewal: 1 for DVDs, 2 for VHS tapes
- Fines \$1.00 per DVD per day to a maximum of \$5.00, \$0.10 per VHS per day to a maximum of \$5.00
- Requests/Holds – VHS: 15, DVDs: 6
- A parent or guardian may determine video privileges for minor children at some libraries.

Staff Note: This could show up to 100 videos on a patron's record or up to 12 DVDs to allow for items that have been returned and have not yet been returned and have not yet been checked in at other locations, etc.

Exception: St. Pete Beach Library does not circulate DVDs via intralibrary loan, so items are not HOLDABLE via other libraries.

Updated 11/18/11