



Our libraries offer an extensive and high quality collection of materials for reading, listening, and viewing. Items are available for check-out (with the exception of those marked reference and current magazines) to anyone with a valid library card. Loan periods vary according to the type of material. Fines are assessed for overdue materials. If you cannot find an item on our shelves, we will gladly make every effort to locate a copy for you through our reciprocal borrowing arrangements with area libraries or through our [InterLibrary Loan service](#) which searches nationwide for the material you need.

BORROWER SERVICES POLICY

Library Information, including addresses, phone numbers, and hours open - [click here](#)

Library Cards

A valid library card is required to check out materials from the library or to use the library's computers. However, no library card is needed to use materials in the library or to attend programs and activities. Library cards will be issued to applicants according to the following categories and terms:

Residents of Pinellas Public Library Cooperative Jurisdictions:

- Residents of **member cities** (Belleair Shore, Clearwater, Dunedin, Gulfport, Largo, Madeira Beach, North Redington Beach, Oldsmar, Pinellas Park, Redington Beach, Redington Shores, Safety Harbor, St. Pete Beach, St. Petersburg, Seminole, Tarpon Springs, Tierra Verde, and Treasure Island), **taxing districts** (Palm Harbor, East Lake), and the **unincorporated areas of Pinellas County** are entitled to a free library card.

- Adult cards will be issued to persons age 14 years and older. Juvenile library cards will be issued to children age 13 and under if requested and signed for by a parent or legal guardian, with presentation of valid identification. All categories must meet the residency requirements and present valid identification.
- Valid identification is required for library card registration or renewal - **photo identification with current address** (e.g., Florida driver's license, Florida state identification, Florida student identification, or passport). If the address on the photo identification is not current or included, other proof of current address may include:
 - current TRIM notice or tax bill
 - current utility bill (electric, gas, water, cable television)
 - lease on property in the Cooperative area
 - deed to property in the Cooperative area
 - vehicle registration or title (current year)
 - voter's registration
 - homestead exemption form
 - domicile papers
- Library cards expire periodically, and may be renewed upon presentation of valid identification. All account balances must be cleared in order to renew an expired account.
- A current PPLC library card is valid at all member libraries of the Cooperative: Clearwater, Dunedin, East Lake, Gulf Beaches, Gulfport, Largo, Oldsmar, Palm Harbor, Pinellas Park, Safety Harbor, St. Pete Beach, St. Petersburg, Seminole, and Tarpon Springs.
- Patrons are responsible for any fines or fees accumulated on their account. For this reason, we caution you about sharing your card with others.
- Lost or damaged cards may be replaced for a charge of \$1.00. Be sure to report lost or stolen cards promptly to avoid unauthorized use.

Residents of Non-member Jurisdictions:

Residents in non-member cities not living within an area participating in the Pinellas Public Library Cooperative may purchase a one-year membership for \$100.00 per

household. The same identification process as for a resident is necessary. The following communities are not members of the Pinellas Public Library Cooperative: Belleair, Belleair Beach, Belleair Bluffs, Indian Rocks Beach, Indian Shores, Kenneth City, and South Pasadena.

- Some of the above-mentioned cities reimburse all or part of the registration fee. Patrons are encouraged to contact their City Hall FIRST for details before they visit the library.
- Residents of Indian Rocks Beach are not members of PPLC but receive reciprocal borrowing privileges and do not pay the \$100 fee.
- Patrons in non-participating cities and jurisdictions are responsible for any fines or fees accumulated on their account. For this reason, we caution you about sharing your card with others.
- Lost or damaged cards may be replaced for a charge of \$1.00. Be sure to report lost or stolen cards promptly to avoid unauthorized use.

Seasonal Visitors:

Visitors to Pinellas County who are not property owners or year-round residents may apply for a seasonal visitors library card by producing current photo identification and providing a temporary local address.

- Seasonal visitors pay a \$25.00 fee for a card that gives them borrowing privileges in all PPLC member libraries for three months.
- Seasonal visitors are responsible for any fines or fees accumulated on their account. For this reason, we caution you about sharing your card with others.
- Lost or damaged cards may be replaced for a charge of \$1.00. Be sure to report lost or stolen cards promptly to avoid unauthorized use.

Reciprocal Borrowers:

Reciprocal borrowing agreements allow valid library card holders of participating libraries to borrow items. Access to online resources, including eBooks, may be limited.

Circulation of Library Materials

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Material Type	Number Limit*	Loan Period	Number of Renewals**	Overdue Fines (per day & per item)	Maximum Late Fine (per item)	Request Limit***
Books from general collection	50	28 days	2	.20¢	\$5.00	25
NEW Books (Less than 6 months old)	50	14 days	2	.20¢	\$5.00	25
Music CD's	25	14 days	2	.20¢	\$5.00	25
DVD's	25	7 days	3	.50¢	\$5.00	25
Kits	2	28 days	2	\$2.00	\$20.00	2

*Items checked out including all categories cannot exceed 50.

**An item cannot be renewed if there is a Request List for it.

***Requests limit including all categories cannot exceed 25.

Please observe all due dates carefully to avoid overdue fines. Sending an overdue notice is a courtesy provided by the library. Failure to receive an overdue notice does not absolve the patron of overdue fines.

- Renewals can be done online by accessing your account through the [My Account](#) link on our home page or by calling 727-286-6894. You will need your library card barcode number and password.
- Reserves may be placed on most circulating items. We offer courtesy notices via telephone or email. You are encouraged to check your account online to monitor the status of your reserve requests.
- Please report damage or breakage you encounter with any of our materials.
- If you have concerns about the condition of our materials, please notify us as soon as possible.
- Use care when handling DVDs and CDs to avoid breakage and scratching.

- The library is not responsible for any damages incurred during or resulting from the use of our AV items.
- Please report any issue with AV materials to staff as soon as possible. Please also keep them out of intense heat and handle CDs and DVDs carefully to prevent scratching. Unfortunately, a single ruined or lost disc may require replacement of an entire set.

Replacement Fees

- Full value plus a \$5.00 processing fee will be assessed for items that are not returned or that are returned with irreparable damage that results in the removal of the items from the collection. Replacement copies are not accepted. You may discuss concerns about lost or damaged items with the owning library.
- In the case where an item can be reasonably repaired, an adjusted fine may be assessed. The owning library reserves the right to make this determination. Replacement barcodes, AV cases or book jackets cost \$5 each.
- Lost or damaged inter-library loans are subject to a minimum \$50 fine per item; replacements are not accepted. Items made available to you via inter-library loan are not owned by PPLC libraries and may be subject to additional charges.

Confidentiality of Library Registration and Circulation Records

Library patron records are confidential. The St. Petersburg Public Library recognizes the need to protect patrons' right to privacy concerning the questions asked and the materials borrowed. In order to insure privacy for each library patron, Florida law mandates confidentiality of library registration and circulation. Our policies and procedures carry out that intent.

Information about items currently checked out, on reserve, overdue, or other circulation-related information, will be furnished with acceptable identification, which may include a valid library card or other form of identification. Parents or legal guardians of children under the age of 16 will be furnished such information about their child's library records by presenting the child's library card and acceptable identification.

Requests for information about patron records from law enforcement officials or any other person or agency must be referred to the library director or designee. In the event of patron accounts with long-overdue materials or other serious delinquencies,

the library reserves the right to share otherwise confidential information with appropriate law enforcement officials or collection agencies in an effort to recover library books and other materials.

You should protect your library card in the same manner that you protect credit cards and keys to your personal information. Information about your records will be released only in conformity to Florida law. Consequently, patrons are urged to exercise care in the availability of their library card barcode number.

If your library card is lost or stolen, please notify the St. Petersburg Library System immediately. Your account will be invalidated to prevent misuse. If the library is not notified, an unauthorized party may check out materials on your lost or stolen library card for which you will be held responsible. Your account can be re-validated only by appearing, in person, at one of our libraries and presenting acceptable identification.