

# Borrowing Policies



## Where can I use my library card?

Your library card can be used throughout the [Okaloosa County Public Library Cooperative](#). All library cards are renewed every year and will expire if they have not

been used in any of the public libraries located in Okaloosa County.

## Is there a limit to the number of items allowed for check out?

A total of 15 items may be out on a single card at any given time and in any combination. Patrons may combine: books, DVDs, Blu-rays, music CDs, audiobooks, young adult books, children's books, or video games for a total of 15 items. Video games are limited to 2 games per member, no more than 4 games per household. Launchpad and Wonderbook are limited to 1 item per member. Most items are checked out for 2 weeks.

Most items can be renewed for an additional 2 weeks if the items have no requests or holds from other patrons.

E-Books are allowed a 5 day for up to a 21 day checkout period. . Registered library cards are required to checkout eBooks and digital audiobooks. Items are automatically returned on due dates.

## How are overdue materials handled?

The Library keeps a record of unreturned, overdue, or lost materials.

- We are a fine free Library for overdue items.
- Overdue materials not returned will receive an email, text message, and/or telephone call.
- Items that are repeatedly overdue may be considered lost and a charge to the Patrons account will be made at that time.

## How do I manage my account online?

In order to utilize the online account management option, you will need to follow specific instructions to access your account. With online account management, you can view your checkouts, reserve material, and renew items (which are not overdue). [View instructions for online account management and benefits.](#)

### **Can I loan my card to friends or family?**

We highly advise that you do not loan your card to others. You are responsible for all items charged to the card, even if the card was used by someone else. We will gladly issue them a library card once they produce the required documents.

### **What if my library card is lost or stolen?**

If your library card is lost or stolen, report it immediately. You are responsible for all materials checked out on your library card until it is reported lost or stolen. (See question below regarding lost or damaged items.) A \$5.00 replacement fee may be charged for lost or stolen cards. Identification is required for a replacement card.

### **What if I lose or damage an item?**

Customers are required to pay for lost or damaged materials checked out on their library card. Customers are charged the retail price of a lost or damaged item(s) plus a \$5.00 replacement and processing fee may apply.