

## York County Libraries (YCL) Uniform Borrowing Practices

### Who is eligible for a card?

- Any York County resident.
- Anyone who works in York County, with proof of employment.
- College students with ID issued by a York County college who are not residents of York County receive an Adult 1-year card with no fee.
- Any Pennsylvania resident who shows a card from a Pennsylvania library.
- Out-of-State Subscription cards are available at any library for a fee of \$25.00.
- Extended permission cards are available for groups or organizations.

### Member Registration Information

- All registrants must provide ID or proof of address. P.O. Boxes require street address. The library may mail a letter to the new member to confirm address.
- A parent or guardian must sign the library card application for children under 12 years of age.
- YCL accepts applications confirmed by library partnerships. If a parent is not present, the library will limit card use until parental permission is verified.
- Applications may be filled out at home and returned to the library for processing.
- Library cards may be obtained online. It takes several days for the cards to be processed and information shared with new member.
- Cards issued at any library may be renewed at any library. Before a card is renewed, staff will confirm and update the member information in the record.

### Circulation Information

Items can be checked out and returned to any YCL library. Renewal of items and payment of fees can be done online or at any library.

### Circulation Period

- Most items circulate for 3 weeks and have generous renewals.
- New items circulate for 3 weeks and have 1 renewal.
- Items that have holds are not renewable.
- MakerKits circulate for 7 days
- Video Games and DVDs -7days
- Nonfiction DVDs -3 weeks
- Mobile Hotspots -3 weeks for adults, 18+, no renewals
- Book Club Kits -42 days

### Holds

- An individual member can place up to 10 hold requests at one time.
- Holds can be picked up at the YCL library of your choice. The pickup location can be changed prior to delivery of the item to that library.
- Holds will be available for 7 days after they are ready for pickup from the library.
- Items in the catalog with status of On Order or In Processing are available for holds.
- All materials are equally accessible to any member at any library via the holds process.

### **Interlibrary Loans (ILL)**

- Items not found in the YCL catalog may be borrowed from a library outside of York County through Interlibrary Loan. We do not borrow outside the Continental United States.
- Members in good standing and with no outstanding fines are permitted to have a maximum of two active requests.
- Requests may be made online
- Requests are reviewed daily. YCL staff will contact you when the item is ready for pickup.
- Interlibrary loans must be picked up, renewed and returned to the library where the request was placed.
- Please contact your library if you need to cancel your request.
- There is a \$5 fee for failing to pick up an item.
- Overdue fees are \$1 per day per item.
- Members are responsible for the cost of damaged or lost Interlibrary Loan items; the cost is determined by the lending library, with a minimum charge of \$25.

### **Fees**

- Overdue fees for children's materials

*York County Libraries (YCL) is dedicated to supporting our community and nurturing a love for reading among children. In line with this commitment, YCL is waiving all overdue fees for children's materials.*

*Effective immediately, all overdue fees on children's materials will be waived, regardless of the duration of the overdue period. Please note that fees for lost or damaged items will still apply.*

*This policy is applicable across all libraries within YCL.*

- Overdue fees for books and audios - \$.25 per day
- Overdue fees for Video Games and DVDs - \$1.00 per day
- Overdue fees for Mobile Hotspots - \$2.00 per day
- Overdue fees for Interlibrary Loans - \$1.00 per day
  
- Out-of-State Subscription cards - \$25.00
- DVDs and Video Games - \$2.00 Renewal fees will be charged manually at the time of renewal. No fees are charged for Nonfiction DVDs.
- Mobile Hotspots - \$30.00
- Non- pickup of ILL requests - \$5.00
- The replacement costs for lost Interlibrary Loans is determined by the lending library, with a minimum charge of \$25.
- The replacement cost for a lost Mobile Hotspot is \$70.00, lost charger or cord is \$7.00.
- The replacement costs for lost YCL items will be charged for materials that are 42 days overdue.
- The YCL fee threshold is \$20. Services are limited above this amount and 25% of total fees must be paid to resume borrowing.