

# Uniform Borrowing Practices

In the interest of creating excellent member experiences, YCL staff are provided flexibility in applying these practices.

## 1. Circulation Basic Practices

Any circulating item can be:

- Checked out at any library.
- Renewed online or at any library.
- Returned to any library.
- Have fines or fees paid for online or at any library.
- Most items circulate for 3 weeks.

## 2. Circulation Statistics

- Circulation statistics required for annual reports will be gathered from the Integrated Library System (ILS) and reported as calculated.

## 3. Holds

- An individual member can place up to 10 hold requests at one time.
- Holds are picked up at the library the member selected. Pickup location can be changed prior to delivery of item to chosen library.
- Items 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.
- Holds are picked up at the library the member selected. Pickup location can be changed prior to delivery of item to chosen library.
- Items 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.

## 4. Renewals

- Items that have holds are not renewable. Most items have generous renewals. Renewal of DVDs, High Demand and MakerKit items are limited. Items checked out on Extended permission cards may not be renewed. ILL materials may not be renewed in SPARK.

## 5. Overdue Items

- If a member has unreturned items that are overdue three weeks or more, that member cannot check out any items in any library until the overdue items are renewed, returned, fines paid or payment arrangements documented.
- A library may not change the status of overdue items to Mark Lost (by patron) or Mark Claimed Returned without consulting the owning library.

## 6. Fines

- The YCL fine threshold is \$20. Services are limited above this amount.
- 25% of total fees must be paid on the member account to allow check outs. Staff may exercise reasonable flexibility in enforcing this practice. The member record must document the payment plan.
- Fines collected at a library are retained at that library.
- If a claimed returned item is returned, there is no fine generated.

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## 7. Lost Items

- Lost items may be paid for online or at any library.
- The replacement costs collected for lost items are sent to the owning library.
- The owning library is the only library that can waive costs for a lost item.
- If a lost item is returned, the overdue fees will be reinstated.

## 8. Special Formats

- MakerKits circulate for 7 days

### Fees for:

- Video Games and DVDs
- Item types with-7day checkouts: \$2.00
- Item types with-3 week checkouts: free
- Video Game and DVD fees will be charged by the staff at checkout.
- Renewal fees will be charged manually at the time of renewal.
- Video Games and DVDs will have a one day grace period as allowed by the ILS. (SPARK)
- Overdue fees for Video Games and DVDs are \$1.00 per day, charged by the ILS.

## 9. Messages/Blocks

- One library may **not** delete another library's alerting **block** and message.
- The message should briefly record details regarding the block.
- One library **should** delete another library's no block messages after the issue is resolved.
- Messages and notes should contain staff initials, home library and date.

## 10. Interlibrary Loans (ILL)

- To request or check out ILL materials the requestor must be a YCL member in good standing.
- A member can place up to 2 ILL/OCLC requests at one time (including holds).
- Interlibrary loans filled from outside of YCL must be picked up and returned to the library where the request was placed.

## 11. Library Cards

- Cards issued at any library may be renewed at any library. Before a card is renewed, staff should confirm and update the member information in the record.
- Cards with fines may be replaced or renewed at any library. Overdue Items (5), Fines (6) and Lost Item (7) policies apply to replacement cards.

## 12. Member Registration

- Membership applications should be prominently displayed. Applications may be filled out at home and returned to the local 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.
- 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

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present, the library should limit card use until parental permission is verified.

- **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.

## **Cards that are not Access PA eligible:**

- Any Pennsylvania resident who shows a card from a Pennsylvania library.
- Subscription Out-of-State cards are available at any library for a fee.
- Cards without an Access PA sticker should be used for non-eligible members.