

## 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.
- 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**

- 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 fee are charged for Nonfiction DVDs.
- Mobile Hotspots - \$30.00
- Overdue fees for Video Games and DVDs - \$1.00 per day
- Overdue fees for Mobile Hotspots - \$2.00 per day
- Overdue fees for books and audios - \$.25 per day
- Overdue fees for Interlibrary Loans - \$1.00 per day
- 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.