



THE YOCUM LIBRARY CIRCULATION POLICY

ELIGIBLE BORROWERS

- **Affiliated borrowers** are all currently enrolled credit or non-credit students, active or retired faculty/staff, current or former trustees, and alumni (recipients of RACC degrees and/or certificates). A government-issued picture identification document and proof of the RACC relationship is required when applying for a library card as an affiliated borrower. Affiliated borrower statuses for currently enrolled students expire at the end of each academic year.
- **Non-affiliated borrowers** are non-RACC borrowers who have a valid library card from the [Berks County Public Libraries](#) Consortium. Non-affiliated borrowers include former RACC students who did not receive a RACC certificate or degree. The Yocum Library honors Berks County Public Libraries cards for borrowing RACC items. The Yocum Library does not create accounts for non-affiliated borrowers.

BORROWERS' RESPONSIBILITIES

- Borrowers agree to abide by all RACC and Yocum Library guidelines and policies.
- All borrowers must provide changes to account information such as names, phone numbers, and addresses. Such changes reported to the RACC Records Office or College Human Resources office are not transferred automatically to the Yocum Library database.
- Borrowers may only use their own library cards. Borrowers may not use other library cards including those belonging to spouses or children.
- Account associations may be requested by patrons that will enable mutual pick-ups of items placed on hold. Documentation must be submitted to the Associate Dean of Library Services & Learning Resources. A picture ID may be required in addition to a valid library card if needed for verification of account information.
- Borrowers are responsible for returning items to the library when their loan periods are over.
- Borrowers are financially responsible for all items checked out on their cards including items checked out before written notification was provided to the Yocum Library of a library card being lost or stolen. Borrowers should report lost or stolen cards to the library as soon as possible to minimize responsibility for unauthorized use.

BORROWING MAXIMUMS & LOAN PERIODS

Item Type/ Borrowing Restrictions	Loan Period	Renewable	Maximum number for borrowers	*Maximum number & loan period for RACC faculty, staff, and RACC Honors students
Computer Access Pass (for affiliated borrowers only)	Library Use Only	No	1	N/A
Interlibrary Loans (for affiliated borrowers only)	varies	varies	varies	As needed
Museum Pass (for current RACC students/staff/faculty only)	1 week	No	1	As needed
Reference Collection (for affiliated borrowers only)	varies with special permission	No	As needed	As needed
Ready Reference Collection (for affiliated borrowers only)	varies	No	As needed	varies with special permission
Reserves (for current RACC students/staff/faculty only)	varies	No	As needed	varies with special permission
Health Professions journals (RACC faculty only)	varies	N/A	As needed	As needed
Popular magazines – current issues	Library Use Only	N/A	N/A	N/A
Popular magazines – back issues	1 week	Yes	10	As needed
Books	4 weeks	Yes	20	As needed
New Feature Film DVDs	1 week	No	10 County wide	
Feature film DVDs	3 weeks	Yes		
TV series DVDs				
Documentary film DVDs				
Faculty Films (RACC Staff & Faculty only)	As needed	As needed	As needed	As needed
Music CDs	4 weeks	Yes	10	As needed
Books on CDs	4 weeks	Yes	10	As needed
Art prints	4 weeks	Yes	10	As needed
Maps	4 weeks	Yes	10	As needed
Hoopla Digital (RACC registration only)	Varies by format	Renewals count as check-outs	5 items checked out per month	5 items checked out per month
Wes Fisher Collection (special permission only)	varies	varies	varies	As needed
Comic Book Collection (special permission only)	varies	varies	varies	As needed
Schuylkill Navigation Collection	Library Use Only	N/A	N/A	N/A

ACCESSING YOUR ONLINE LIBRARY ACCOUNT

- **All borrowers:** Go to the [online library catalog](#) and click on "My Account."

RENEWAL OF LIBRARY ITEMS

- Contact the Yocum Library by the [online library catalog](#) - click on "My Account " / by phone 610-607-6237 or 800-626-1665 ext. 6237 / OR at the Service Desk on the 2nd floor of the library.
- If renewals are allowed on an item, a borrower can renew the item. Usually there are two renewals for books and one renewal for other formats. New feature film DVDs cannot be renewed. In addition, an item cannot be renewed if another patron has a hold on the item.

RETURN OF LIBRARY ITEMS

- Borrowed items are due on days when the Yocum Library is open, including weekends, semester breaks, and other days when classes are not in session. Most Yocum items may be returned to the Yocum Library or any library in the Berks County Public Libraries Consortium, but reserve items, museum passes, and interlibrary loan items obtained through the Yocum Library must be returned directly to the Yocum Library.
- If items need to be returned by mail, contact the library for mailing instructions.

CHARGES, OVERDUE ITEMS, AND SANCTIONS

Charges for Library Cards:

Contact the Yocum Library whenever a library card is lost or stolen so that it can be deactivated. Patrons are responsible for all fees and charges on their accounts while the accounts are active. There are no costs for new or replacement library cards.

Charges for Damage to Library Items:

Borrowers may be charged for damaged library items if the damage is deemed to be caused by the borrower's abuse or neglect. Charges may include the replacement costs and/or administrative fees. Charges include, but are not limited to:

Damaged book	Replacement cost + Administrative Fee*
Damaged DVD	Replacement cost + Administrative Fee*
Missing or damaged DVD case or book cover	\$5.00
Payment of replacement costs and/or administrative fees for items does not transfer ownership of these items to borrowers. All Yocum Library items are the property of Reading Area Community College until discarded from the collection following College procedures.	

Charges for Overdue Items from the Yocum Library Collection:

Account Blocks & Charges For Non-Reserve Items Not Returned On Time		
1-59 Days Past Due Date	60 – 119 Days Past Due Date	120+ Days Past Due Date
Yocum Library borrowing blocked	Yocum Library borrowing blocked + Hold placed on RACC student account that blocks course registrations and transcript requests + administrative fee*	Yocum Library borrowing blocked + Hold placed on RACC student account that blocks course registrations and transcript requests + administrative fee* + replacement cost
<p>Payment of replacement costs and/or administrative fees for items returned late does not transfer ownership of these items to borrowers. All Yocum Library items are the property of Reading Area Community College until discarded from the collection following College procedures.</p>		

Account Blocks & Charges For Reserve Items Not Returned On Time		
Reserve items include Museum Passes, Faculty Reserve items, and Reference items.		
1-7 Days Past Due Date	8-14 Days Past Due Date	15+ Days Past Due Date
Yocum Library borrowing blocked	Yocum Library borrowing blocked + Hold placed on RACC student account that blocks course registrations and transcript requests + administrative fee*	Yocum Library borrowing blocked + Hold placed on RACC student account + administrative fee* + replacement cost
<p>Payment of replacement costs and/or administrative fees for items returned late does not transfer ownership of these items to borrowers. All Yocum Library items are the property of Reading Area Community College until discarded from the collection following College procedures.</p>		

***Administrative fees:**

Replacement Cost of Item	Administrative Fee per Item
\$20 or less	\$5
More than \$20	\$15

Charges for Overdue Interlibrary Loan Items Obtained Through The Yocum Library:

All interlibrary loans are assigned due dates by the external libraries that lend their items to Yocum Library borrowers. Renewals of interlibrary loan items may not be granted by these external libraries so failure to return interlibrary loan items by the due dates may lead to charges for the replacement cost of the items and other fees by the lending libraries. All such charges and fees are the responsibilities of the borrowers. Requests for interlibrary loan renewals must be sent to the Interlibrary Loan Specialist directly at least one week prior to the due date.

SANCTIONS

Affiliated or non-affiliated borrowers cannot borrow RACC items if

- 1. they have any overdue items**
 - 2. they have any lost items**
 - 3. they have 3 or more items with “Claimed Returned” status**
 - 4. they have charges of \$10.00 or more**
- However, affiliated borrowers may continue to borrow RACC course-related reserves and computer passes. With special permission from the Associate Dean of Library Services, affiliated borrowers may borrow additional RACC course-related items from the Yocum Library for a specific course. Yocum Library costs and fees not paid will be added to a RACC’s student account as a Library Hold. RACC Library Holds may prevent RACC students from registering for RACC classes or receiving RACC transcripts in addition to suspension of library borrowing privileges.
 - Yocum Library student borrower accounts are valid for one year, but can be revalidated with continuing registration verification. RACC staff and faculty accounts expire when individuals leave the College for reasons other than retirement. RACC alumni accounts are valid for one year, but may be renewed with name and address verification by library staff. Library accounts are purged after seven years of non-use if there are no fees or fines. Library accounts with fees or fines are never purged.

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