

Yavapai College Library Library Card Policy and Procedures

Revised November 20, 2007

POLICY

Yavapai College Library borrowing privileges are extended to the students, faculty and staff of Yavapai College, residents of Yavapai County and current students, faculty and staff associated with all YLN affiliated academic institutions in order to give them the opportunity to borrow materials that support college courses and/or promote lifelong learning.

PROCEDURES

1. If patron is less than 16 years of age, a parent or legal guardian must be present to co-sign and show a valid picture ID and proof of residency.
2. Patron must fill out a library registration form and present a valid picture ID and proof of residency, or school status, to the library's circulation staff.
3. Valid picture IDs and proof of residency are as follows:
 - A current Arizona driver's license showing Yavapai County address
 - Government issued photo ID: driver's license, military ID, passport
 - A piece of mail showing proof of residency in Yavapai County such as a utility bill, bank statement, credit card bill or personal letter
 - A college ID card, or class schedule, showing proof of current enrollment at a YLN affiliated academic institution
4. Students enrolled at Yavapai College will be given the status of student. Faculty currently teaching at Yavapai College will be given the status of faculty. Staff employed by Yavapai College will be given the status of staff. All other patrons will be given the status of community patron. If the patron falls into two categories they will be given the one with the higher priority. Order of priority from greatest to least: Faculty, Staff, Student, Community Patron.
5. The library card expiration date for faculty, staff and students is the end of the current semester. Community patrons have an expiration date one year from the day of their last update. Students, staff and faculty from Yavapai College, ERAU--Prescott, Prescott College and the Orme School may check out items beyond the final date of the semester IF they can verify they will be returning for the next session or if they can show proof they are permanent residents of Yavapai County.