

# LIBRARY RULES

LIBRARY HOURS: TUESDAY - SATURDAY, 9:00 AM - 5:00 PM

FEE: \$6.00 PER DAY

YCHT MEMBERS FREE USE OF LIBRARY

1. Patrons must register at library reception desk.
2. Briefcases and bags must be placed into the lockers in the coatroom.
3. No coats are allowed in the library. All coats are to be hung in the coatroom.
4. Only pencils are allowed in the library. Pencils are provided if necessary.
5. Digital cameras and scanners may not be used. Please step outside library doors to use cellular phones.
6. Only one (1) notebook may be taken to the table or microfilm area.
7. Patrons may use all material on the open shelves in the reference area. Vertical and card files will be pulled on presentation of call slip. **PLEASE DO NOT RESHELVE MATERIAL.** Place all books, folders, cards, etc. on the book cart provided. Material will be reshelved by Library personnel.
8. Please do not rearrange, mark or otherwise alter material provided by the Library. If you feel an entry is in error please bring it to the Librarians' attention.
9. Patrons will be provided with material on one (1) family name or subject at a time; this will prevent accidental mixing and allow a greater number of patrons access to the material.
10. Photocopying is done by the Library Staff. The charge is 25 cents per page. Please write book title and pages to be copied on back of call slip. When you leave, please pay for copies and turn in call slip at YCHT front desk. The Library reserves the right to refuse to copy any item. No photography or scanning by patrons is allowed. The Library reserves the right to stop copier service at 4:30 PM on busy days. If this becomes necessary, patrons will be given a ten (10) minute warning. Patrons should have all copying completed by 4:45 PM.
11. No files will be pulled after 4:45pm.
12. Materials in the collections may be protected by copyright (Title 17 U.S. Code) or literary property rights law. The Library policy concerning copyright is posted by the photocopier. All responsibility for infringement of the laws rests with the patron requesting the copies.
13. Written permission of York County Heritage Trust must be obtained before publication of any material obtained from the collections.
14. No smoking, food, or beverages are permitted in the reference area.
15. Children under the age of 10 must be accompanied by a parent or other responsible person at all times.
16. Microfilm may not be taken out of the microfilm room. Please take only one roll from the drawer at a time. When finished, leave roll on top of microfilm cabinets for staff to refile.
17. Library Theft Act No. 1982-95 will be utilized in cases of concealment of theft of library material. (See displayed copies of amendment of Title 18, Pennsylvania Consolidated Statutes).

THANK YOU FOR YOUR COOPERATION