



HARVARD-YENCHING LIBRARY
of the Harvard College Library

Using HYL Materials and Services

Library Access & Borrowing Harvard-Yenching Library admits researchers who hold a valid Harvard ID, a Borrowing Card (for a fee), or a Reading Room Card (free of charge). Researchers from other institutions should present a valid institution ID along with a letter stating that the specific material you need is not available through your institution or public library to obtain a Reading Room Card at [Widener Access & Borrowing Office](#) 617-495-4166. For security purposes, all users' bags, briefcases, portfolios, backpacks, purses, books, library materials and drawing tubes are inspected as users exit the library.

Borrowing Materials in open stacks can be borrowed, except for unbound journals, reference works, "In-Library Use" items, and items in poor condition. There is no limit to how many items you can borrow. Materials can be renewed up to five times, via **HOLLIS/ My Accounts/Renew**. After the 5th renewal, materials must be brought to the library to be checked out again. Renewals are not accepted via telephone or fax.

HD/RD Request Patron with a valid Harvard ID may use the [HOLLIS](#) to request Offsite Storage materials (HD for Harvard Depository, RD for ReCap Depository). HD requests will typically be delivered to the Library the next business day (Monday through Friday, holidays not included). RD requests may require 3-5 business days for the delivery. Library items requested through [HOLLIS](#) will be delivered to the library you picked from the list of pickup locations.

ReCAP items Shared collections between Harvard, Columbia, New York Public Library (NYPL), and Princeton. Users of all four libraries are able to access the shared collection. Requests can be placed in Hollis, with the step of submitting via an Iliad form (which is launched automatically). If a request it can't be loaned from a ReCAP partner, the request will route automatically to other fulfillment channels (Borrow Direct, ILL).

Loan Period **7 days** for audio-visual materials. **28 days** for Short-term loans. Long-term loans are due twice annually in September and February. Bound journals may circulate by patron request for **14 days** and may not be renewed. Materials on loan through ReCAP, Borrow Direct, or Interlibrary Loan (ILL) are loaned to patrons for **16 weeks** with no renewals.

Returning You are welcome to return materials to any Harvard Library. Recalled, Course Reserves, and Interlibrary Loan items, however, should be returned directly to the library where they were borrowed from. If returning by mail, please use address: Circulation, Harvard-Yenching Library, Harvard University, 2 Divinity Avenue, Cambridge, MA 02138.

Recalling (Recall service is suspended indefinitely) Material on loan to one library user may be recalled by another. Once the item been recalled, the original due date is no longer valid. A recall notice will be sent via mail or e-mail. Borrowers are granted **10 days** usage (**7 days** for bound journals) for each recalled item, unless the item is a Course Reserve. All borrowers, regardless of category, who do not respond promptly to recalls will be fined (see Fines) and may be subject to suspension of library borrowing privileges. Any user with a valid Harvard ID or Borrowing Card can place a recall request. Recalls are placed through HOLLIS.

Fines \$3.00 per hour (maximum \$45.00 per item) for reserve materials. Items not returned or renewed within 45 days of their final due date will be declared Long Overdue and a replacement fee of \$100 is automatically charged to the borrower's term bill or personal account. Additionally, a non-refundable processing fee of \$10 will be assessed for each item billed as Long Overdue. When the item is returned, the replacement fee of \$100 will be credited back to the patron. Overdue notices are sent to a registered email address. This overdue notice is offered as a courtesy to patrons, and failure to receive this notice does not exempt the borrower from any fees they may incur.

Avoiding Fines To ensure the timely receipt of recall, overdue, and availability notices, please make sure your contact information, particularly your email address, is up to date with the registrar (for students), the Widener Library Privileges

Office (for Borrowing Card Holders), and Human Resources (for staff). You may check **My Account/Renew** in HOLLIS for the status of loaned books, due dates, recalls, and fines.

Course Reserve Materials Items on Course Reserve are kept at the circulation desk. Course Reserve materials may be loaned for 3 hours at a time. If checked out less than 3 hours prior to the library closing, Course Reserve materials can be borrowed overnight and are due the next day, 1 hour after the library opens. All reserve materials must be returned to the Harvard-Yenching Library circulation desk. A fine of \$3.00 per hour (maximum \$45.00 per item) is charged for items returned late. Items will be billed for replacement at 24 hours overdue.

Carrels To request a carrel, contact Access Services at hylpub@fas.harvard.edu or inquire at the circulation desk. Preference is given to graduate students and Harvard-affiliated visiting scholars. Carrels are renewed every semester in September and February. To check items out to your carrel, please fill out a carrel card and have it stamped at the circulation desk. Harvard-Yenching materials found in a carrel without a stamped carrel card will be removed and returned to the book stacks. Only materials belonging to the Harvard-Yenching Library may be left in the carrel. This includes any regular loan items and most items from Offsite Storage.

Photocopying/ Printing One photocopier, accepting Crimson Cash (\$0.05/page), is available for public use in the 1st floor. Printing is available at the Uniprint station, located near the scanners in the circulation area. Double-sided printing is available. No fee for printing of HOLLIS records. All other printing jobs cost \$0.05 per page.

Public Scanners Four self-service scanners, one is used as a photocopier as well, are available for public use in the circulation area. Scanned files may be saved to a flash drive or sent as an attachment via an email account. Full-color scans may create a large file that cannot be sent through an email account due to the maximum file size limitations. No charge for using of the scanners.

Microform Reader/ Scanner Three microform machines are available in the 1st floor Microfilm Reading Room. One is reader only and other two are readers/scanners. Scanned files may be saved to a flash drive or printed at the Uniprinter in the circulation area. Microform printing requires Crimson Cash, \$0.05 per page.

Crimson Cash Crimson Cash links a Harvard ID card or a Crimson Cash card to a cash account that can be debited to purchase photocopies, meals, and other services. You may add value to a Crimson Cash account using a credit card or bank account (check routing and account number required) on the [Crimson Cash website](#) or over the phone **617-496-6600**. If do not have a credit card, you can add value using cash at the **Crimson Cash Value Transfer Station** located at the Campus Service Center, 1350 Massachusetts Avenue - 8th floor - near the ATM machine.

Internet Access Harvard affiliates may access the Internet from their laptops or smartphones in the Reading Room via Ethernet or wireless network. Wireless access in the stacks area may be patchy. Researcher without a HarvardKey must register at <http://getonline.harvard.edu> for wireless access.

Photography Digital photographs of non-rare library materials for research purposes are permitted. Additionally, photography and filming in HCL buildings is subject to Harvard University's photography and videotaping policies. Please refer to [HCL Photography and Filming Policy](#) for details.

Special Collections & Archives HYL Special Collections (rare books, archival materials, personal papers, & photos, etc.) are open to all researchers regardless of academic affiliation. Patrons are required to register online before requesting via a [Login to HOLLIS Special Request](#). Researchers from outside of Harvard who do not hold Borrowing Cards or Reading Room Cards will need to present a government-issued photo ID with date of birth to obtain a Harvard College Library Special Collections Card at [Widener Access & Borrowing Office](#). Special collections should be used in the 3rd floor Rare Book Reading Room (open on Tues. and Thurs: 10am - noon, 2pm - 4pm). Send email to make appointment in advance. Please review [How to Use Harvard Library's Special Collections and Archives](#) for more information.

