

DVD COLLECTION CIRCULATION POLICIES AND PROCEDURES

1. Patrons in good standing may borrow from the DVD collection.
2. DVDs circulate for one week only. Video Cassettes interlibrary loaned from other libraries also circulate for one week only.
3. Borrowers are limited to three titles from our collection at one time.
4. Overdue charges of \$1.00 per day per title will be charged. Total fines will not exceed \$10.00 per title.
5. In case of loss or damage to the DVD, the borrower will be charged the current replacement cost plus a \$3.00 processing fee.

Care of DVDs

1. Avoid temperature extremes. Do not leave DVDs in vehicles. At home, store them in a room temperature area away from direct sunlight.
2. Do not drop or otherwise subject DVDs to impact shock. Return inside the library rather than the bookdrop if at all possible.
3. Be careful when handling, handle by edges, please be careful not to scratch the DVD.
4. Do not attempt any repairs. Report any problems to library personnel.

Restrictions

The Oxford Memorial Library policy is that the DVD collection is intended for home use only. Public performance rights will not be acquired for videos.

Limits of Responsibility

The Oxford Memorial Library is committed to maintaining the physical condition and playability of the DVD collection. However, since we have no control over how DVDs are handled once in circulation, the Library cannot be held responsible for any alleged or actual damage to patrons' playback equipment.

Warning

Federal Law provides severe criminal and civil penalties for the unauthorized reproduction, distribution or exhibition of each video or DVD.

Approved by the Board of Trustees on October 12, 2017:

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