

Norelius Community Library

AUDIO-VISUAL POLICY

1. Audio-visual Equipment

- A. The VCR, DVD player, and other audio-visual equipment will be loaned free of charge only to recognized organizations within our primary library service area, with the responsible person being a Library patron 18 years of age or older who has had a Library card for at least one month, who has no overdue Library materials or unpaid fines, who can demonstrate that he/she knows how to operate the equipment, and who will sign an A-V Responsibility Statement. (See Appendix)
- B. Audio-visual equipment may be reserved in advance.
- C. Audio-visual equipment may be checked out for three (3) days at no charge. No renewals. Exceptions may be granted at the discretion of the Library Director or the librarian in charge.
- D. Borrowers are responsible for loss, theft, or any damage to audio-visual equipment.
- E. Damage to audio-visual equipment—Actual cost of repairs (minimum \$10.00).
- F. The Library staff reserves the right of priority use of audio-visual equipment and media.

2. Audio-visual Media Collection

- A. **Feature Films:** Feature film Video/DVDs are used primarily for recreation by customers in their homes. Generally, these titles do not have public performance rights, which prevent their use by social groups. Teachers may use them in the classroom if they are part of a one-on-one teaching exercise. Feature titles are varied, spanning each of the movie genres—drama, comedy, family, adventure, horror, science fiction, western and musical comedy.
- B. The Library will offer a feature film collection for the purpose of giving patrons a broad selection of many of the best films available. The Library will try to maintain a collection that includes the American Film Institute and the Library of Congress National Film Registry list of film titles.
- C. Gift DVDs are considered on an individual basis.

3. Audio-visual Media Circulation

- A. Audio-visual media are available to all borrowers who have a Library card and are available on a first-come, first-served basis only. They may be selected from a self-service display. No more than three (3) videocassettes or DVDs may be borrowed per household at any one time.
- B. All Juvenile patrons (under 18 years of age) may borrow videos/DVDs with a valid Library card. This covers ALL videos and DVDs regardless of rating, including those rated G through R by the MPAA, and those not rated by the MPAA. However, a parent or legal guardian of a minor child may sign a form to restrict specified audio-visual materials to said minor. (See Appendix)

4. Fees

- A. Most popular videos/DVDs are checked out free of charge for two (2) nights. Fees for longer use are \$2.00 per day, per item. Additional items may not be checked out

- if fees are owed. The maximum fee will be the current replacement cost of each video or DVD. Videos and DVDs must be returned by closing time of the date due to avoid an extended-use fee.
- B. Damage to audio-visual media—Actual cost of repairs (minimum \$2.00).
 - C. Lost or destroyed materials will be billed to the borrower at current replacement cost.
 - D. Audio-visual media may not be returned through the book drop. Any damage resulting from improperly returning A-V materials will be charged to the borrower.
5. Copy Machine
- Patrons may use the Library's copy machine. Fees for use of the copy machine shall be posted. Patrons shall be responsible for compliance with copyright laws.

Approved by Library Board of Trustees September 20, 2010