

# Norelius Community Library

## AUDIO-VISUAL POLICY

### 1. Audio-visual Equipment

- A. The VCR, DVD player, and other audio-visual equipment will be loaned 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 or media.
- 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. Featured films: Feature film 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. Featured 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 American Film Institute and the Library of Congress National Film Registry list of 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 first-come, first-served basis only. They may be selected from a self-service display. No more than three (3) DVDs may be borrowed per household at any one time.
- B. All Juvenile patrons (under 18 years of age) may borrow DVDs with a valid Library card. This covers ALL 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)9. Fees: No fees will be charged for the use of DVDs, VCR, or DVD player.

### 4. Fees/Over Due Fines

- A. There are no fees or fines for overdue materials at this facility.
- B. Lost or destroyed materials will be billed to the borrower at current replacement cost.
- C. Damaged to audio-visual media-Actual cost of repairs (minimum \$2.00).
- 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.