



Adopted 6-20-13; Revised 11-21-13; 12-19-13

## **Section 1 – Borrowing Privileges**

- a. In order to borrow a DVD, VHS, or other video-type formats, you must have a valid library card in good standing from the Leanna Hicks Public Library or from a member library within The Library Network or have a MLibraryCard. Minors must have a signed DVD/Video Contract as outlined in Section 6 of this policy.

## **Section 2 – Non-Educational, New Arrivals, and Multi-Disc Sets**

- a. Non-educational videos are those that are for entertainment purposes and not educational or instructional in nature.
- b. New arrival videos are those videos that are six (6) months or less from the time it was added to the Library's collection.
- c. Non-educational videos that are new arrivals are \$1.00 for three (3) consecutive days per video rental and cannot be renewed online or by phone.
- d. Multi-disc sets for non-educational videos that are new arrivals are \$2.00 for 7 consecutive days per multi-disc set rental and cannot be renewed online or by phone.

## **Section 3 – Educational Videos and Non-New Arrivals**

- a. Educational videos are considered to provide learning tools and are instructional in nature.
- b. Non-new arrivals are videos that are older than 6 months from the time it was added to the Library's collection.
- c. Educational videos and non-new arrival videos are free to check out with a library card and can be checked out for a period of one (1) week (7 consecutive days) per video rental.
- d. Educational and non-new arrival videos can be renewed online or by phone up to two (2) times.

## **Section 4 – Returns and Late Fees**

- a. Videos must be returned prior to closing time on the due date(s). If the Library is closed on the date the video is due then it must be returned by 9:00 a.m. on the next business day. Patrons can use the "Book Return" box to return videos.
- b. All videos have a \$1.00 per day per video late fee.

- c. After 21 days overdue a charge of the current replacement value will be added to the patron's library card plus an additional \$1.00 fee for the replacement of the video's plastic cover. This charge is irreversible and the patron now owns the item. Current replacement value is determined by the vendor the Library uses for DVD or video purchases as priced on the 21<sup>st</sup> day of that DVD or video being considered overdue. The same applies for broken or damaged DVD's or videos.
- d. If a patron has problems viewing a video then he/she should check their television or video media player to make sure everything is set correctly and the proper adjustments are made. If the problems still exist, the patron should notify a Library staff member upon returning a video. Patrons should not attempt to open a VHS video cassette or attempt to repair a DVD, VHS, or other video-type formats.

### **Section 5 – Placing Videos on Hold and Rental Limits**

- a. Patrons may call the Library to check the availability of videos and have them held until closing time of the same day.
- b. There is a limit of three (3) video rentals per library card holder.

### **Section 6 – Minors**

- a. A DVD/Video Contract must be signed for minors under the age of 18 by their parents or legal guardians. The parent or legal guardian must be present at the Library when signing the contract.
- b. Minors with a DVD/Video Contract signed by their parents or legal guardians will have total access to any and all videos in the Library's collection regardless of the video's ratings.
- c. The contract may be subject to change without notice and can be unilaterally revoked by the Inkster Library Board at any time.
- d. Once a minor reaches the age of 18 then he/she will be solely responsible for abiding by this policy and for any violations committed as an adult. The parents or legal guardians will be absolved from any actions of the former minor. The DVD/Video Contract will become null and void; however, the parents or legal guardians will still be responsible for any violations committed prior to the minor turning 18 years old.

### **Section 7 – Copyright Laws and Loss of Borrowing Privileges**

- a. Copyright laws allow for videos to be viewed for private home-use only and prohibit any other use, copying, reproduction, or public performance. It is the patron's responsibility to research and know all copyright laws and be compliant with such laws.
- b. Failure to adhere to all applicable laws and regulations and Library policies may result in the loss of borrowing privileges.