**DVD Circulation Policy**

**WEYAUWEGA PUBLIC LIBRARY**

**Revised\_\_\_\_\_\_**

**Passed\_\_\_\_\_\_\_**

**SELECTION**

The selection of DVDs will follow the rules of the general materials selection policy.

**CIRCULATION**

-An individual may have 25 DVDs checked out on their library card.

-All DVDs are to be circulated seven days. DVDs may be renewed three times if there are no holds.

-DVDs may be reserved by placing holds on the materials through the infosoup system.

-The overdue fine for all videos is 25¢ per item, per day. The maximum fine not to exceed $5.00 per item. Patrons will be held responsible for any loss or damage that occurs to material while checked out to them.

-Repeated late returns will be considered grounds to refuse further service to any individual

**RESTRICTIONS**

**-**Parents or legal guardians have sole responsibility for the use of materials by their minor children. Selection of materials for Weyauwega Public Library's collections will not be inhibited by the possibility that materials may come into the possession of children.

**-**Parents wishing to restrict their children from checking out DVDs may do so by asking the staff to attach a note to the children's data base record and a stop put on their card in regard to DVDs. **The Librarians will strongly suggest that these parents accompany their children to the library when choosing video materials.**

-Material from the DVD collection may not be duplicated, reproduced, televised, transmitted or stored for later retrieval, in whole or in part, without specific written permission from the copyright holder.

-Users of this material may not collect an admission fee, donation, contribution, rental charge or any other charge, in whole or in part, direct or indirect, at any time when using these materials.