

LAKEVIEW PUBLIC LIBRARY
1120 Woodfield Road
Rockville Centre, NY 11570
Phone: 516-536-3071 ~ Fax: 516-536-6260

AUDIOVISUAL MATERIAL LOANS POLICY

CIRCULATION RULES

Borrowers must be at least 18 years old and a Lakeview resident in good standing to borrow all new DVDs. New DVDs are defined as DVDs which the library has had in its collection for 6 months or less. New DVDs may be borrowed for 3 days.

Borrowers must be at least 18 years old in good standing with their district library in order to borrow DVDs older than 6 months.

These materials may be borrowed 7 days and are available to all direct access and inter- loan patrons.

Duplication of audiovisual material is strictly prohibited by law.

Borrowers will be held responsible for any damage to audiovisual material. Please make sure your home equipment is in good working order; if you have a problem with any audiovisual material, ***call*** the library *immediately*. Patrons will be fined replacement cost of material.

No more than **4** CDs and **3** DVDs per family may be borrowed at one time.

CDs or DVDs may not be renewed.

Any violation of the above rules may result in suspension of library borrowing privileges.

FINES AND CHARGES

AUDIOVISUAL MATERIALS CIRCULATION RULES & FEES

| <u>Types of Material</u> | <u>Loan Period</u> | <u>Overdue Fine</u> |
|-----------------------------|--------------------|---------------------|
| Book on Tape/CD/ Play-a-Way | 14 Days | 10 cents per day |
| CD (Music) | 7 Days | 10 cents per day |
| New DVD | 3 Days | \$2.00 per day |
| Old DVD | 7 Days | \$2.00 per day |
| Children's DVD | 7 Days | \$2.00 per day |
| Educational DVD/CD | 14 Days | \$2.00 per day |
| DVDs No Renewal | | |

- Damage or loss: The full list price of the audiovisual material will be charged for a lost or “damaged beyond repair” item.
- Caution and warning: Be sure your equipment is operating and adjusted properly.
- Please notify the library if you think the audiovisual material is defective. We will hold you responsible only for physical damage.

FEDERAL COPYRIGHT LAW

Federal law prohibits unauthorized reproduction, distribution, or exhibition of copyright motion pictures and videocassettes (Title 17, United States Code, Section 501 and 506).

The CDs and DVDs are licensed for non-commercial private homes. Any public viewing, copying or other similar uses is strictly prohibited.

Adopted by the Board of Trustees: August 18, 2014

