

## PROSPECT PUBLIC LIBRARY DVD POLICY

**Who may borrow:** Patrons 18 years of age and older with a valid Adult Prospect Library card or with a valid/updated Library Card from another Connecticut town may borrow DVDs.

**Borrowing period:** Seven (7) days.

**Renewals:** DVDs that are NEW (3 months or younger) can be renewed once for an additional 3 day period if there are no other reserves on that particular DVD. Those DVDs older than 3 months old can be renewed for an additional 7 days if there are no other reserves on that particular DVD.

**Liability:** Patrons are responsible for returning the DVD(s) in good condition or paying for replacement. If damage occurs to DVD(s) patron will be charged for replacement. In consideration of the loan of video material, the Patron will not hold the Prospect Public Library responsible for damage to their playback equipment.

**Overdue fines:** \$2.00 per day, per DVD. Once a patron's fines have accrued to \$10.00, the patron's library privileges will be suspended until the fines are paid.

**Returning DVDs:** DVDs borrowed from the Prospect Public Library must be returned to the Prospect Public Library. While we prefer that the DVDs are returned to the Circulation Desk, they may be placed in a closed plastic bag and only placed in the book drop box that is attached to the front of the building.

**Reserves/Holds:** DVDs may be reserved in person by calling the library, or online via the library's catalog. You will need your library card number and user password to reserve online.

**Limit:** Checkout of no more than 3 DVDs per patron's library card. Library Cards are Non Transferable.

**Copyright:** It is illegal to reproduce DVDs and borrowers are responsible to adhere to copyright laws. DVDs in the Prospect Public Library collection are for home use only.

**Hours:** Monday, Wednesday, and Friday 10 - 5  
Tuesday and Thursday 10 - 7  
Saturday 10 - 3 (Closed Saturdays during July and August)

**Approved by Prospect Library Board: November 9<sup>th</sup>, 2023**  
**Susan McKernan, Chair**