

DVD POLICY

Belle Fourche Public Library

DVD's will be loaned to people 18 years and older who are registered patrons of the Belle Fourche Public Library. Patrons may be asked to show their driver's license to prove age.

Borrowers must sign a Video Borrower's Agreement. They will agree not to duplicate in whole or in part any materials borrowed from the library and also agree to show materials only in their homes to members of their families and their regular social acquaintances.

Borrower may not have outstanding fines of more than \$5 or have any materials that are overdue more than one 1 week.

Only the patron whose name is on the library card being used may check out videos and must have the card with them or be prepared to purchase a replacement library card.

4 videos may be borrowed at one time. In the case of a newly acquired library card, only 2 items at a time (whether books, videos, magazines, audio books combined for a total of 2 items) may be borrowed until 30 days have past from receiving the new library card and the borrowed items have been returned on time.

Loan period for videos is 14 days. Videos must be returned to the library desk by closing of the date due or placed in the Video Drop (the slot in the glass window by the inside front door) before the library opens for business on the following day. **Do not return videos in the Book Drop** as this will result in a charge of \$2.00 per video.

Videos not returned on time will be charged \$1.00 per day per video.

Patrons who return videos late more than twice will lose privileges for 1 month.

Patrons will be responsible for lost or damaged DVD discs.

Videos may be renewed up to 3 times.

Videos may not be reserved - first come; first served.

Previews in the library are prohibited.

