

## **POLICY: CIRCULATION OF DVDS**

### **1. Availability:**

The Beacon Falls Public Library maintains a permanent collection of DVDs for the entertainment and enrichment of the Beacon Falls community. The collection includes adult and children's DVDs as well as documentary, how-to and instructional titles deemed of interest to the residents of Beacon Falls.

In addition, the Beacon Falls Public Library pays an annual fee to participate in a State Library sponsored DVD circuit through the Connecticut Library Consortium (CLC). The circuit offers a monthly exchange of DVDs which ensures the Library has a rotating selection of new and fresh titles to offer.

DVDs circulate to valid Beacon Falls Public Library cardholders, 18 years of age or older, with library accounts in good standing. An account in good standing has no more than \$5.00 in accrued fines/lost fees pending.

DVDs may also be loaned/borrowed at staff's discretion to/from libraries throughout Connecticut through an interlibrary loan agreement with the Connecticut State Library.

### **2. Terms of Circulation**

Up to six (6) DVDs may be borrowed by a single eligible cardholder at a given time. The total number of DVDs on any one cardholder's account at a given time may also not exceed six (6).

The number of "new" DVDs allowed at checkout will not exceed three (3) per visit. A "new" DVD is defined as one that has been in the library's collection less than six (6) months. "New" DVDs may be distinguished from older selections by the yellow stickers applied to their cases.

The following rules apply to the circulation of DVDs held.

- **3-day loan:** "New" library-owned adult, children's and documentary DVDs; CLC circuit DVDs
- **7-day loan:** Library-owned adult, children's and documentary DVDs over six-months old
- **14-day loan:** How-to and other instructional DVDs, adult and children's

DVDs may be returned to the library circulation desk during library hours or returned during/after hours to the media return box installed outside on the Burton Rd. side of the building.

### **3. Overdue returns**

All DVDs returned late are subject to a \$ .50/day late fee. Fines accrue automatically and daily on the borrower's account until the overdue items are returned and checked in. Overdue fines *do not* accrue on days the library is closed. The automation system is programmed to recognize days closed and skips them when assigning due dates and/or overdue fines. DVDs returned to the media drop box will be given a one-day, benefit-of-the-doubt grace period.

The goal of the Beacon Falls Public Library is not to penalize cardholders who borrow DVDs and return them late but, rather, to encourage borrowers to respect the terms of the loan agreement and to handle their loans responsibly for the benefit of the Library and the entire Beacon Falls community.

#### **4. Miscellaneous**

Responsibility for returning DVDs borrowed rests with the cardholder on whose account they were checked out. That cardholder is responsible for the prompt replacement or reimbursement at Library-cost for DVDs lost, stolen, damaged, or destroyed while circulated to him/her.

- a. Library staff is not responsible for notifying patrons of impending late status.
- b. Overdue fines on a cardholder's account in excess of \$5 must be paid before additional DVDs may be borrowed.
- c. DVDs without holds pending may be renewed:
  - online by cardholders in good standing with established personal library accounts. To set up an account go to the *My Account* link on the catalog page on the library's website (mybflib.org). Your password will be the last 4-digits of the phone number the library has on file for you.
  - by calling the Library (203-729-1441) during regular library hours.

*Adopted: November 10, 2010*