CIRCULATION -- AUDIOVISUAL MATERIALS

Circulating audiovisual materials shall be loaned to eligible borrowers for personal or classroom use, in accordance with copyright restrictions. Library materials may not be used in programs where admission fees are charged or for commercial use.

The loan period for all VIDEOS (in video cassette or DVD format) is two weeks. Each borrower may check out up to three videos at a time. There is no grace period for overdue videos.

The fine rate for overdue videos is $1.00 per day, up to a maximum of the replacement cost for the item. The charge for lost VIDEOS is the full replacement cost.

AUDIOBOOKS (in any format) will be treated as print materials. The same circulation rules which apply to print materials will apply to Audiobooks. However, if one part of a multiple-part audiocassette title is lost or damaged, the patron is responsible for any replacement cost. The charge for lost or damaged audio CDs is the full replacement cost.

CD-ROMs will be treated as print materials. The same circulation rules which apply to print materials will apply to CD-ROMs. The charge for lost or damaged CD-ROMs is the full replacement cost.

Approved by:
Regional Board 29 January 2001
Revised 27 November 2006