

## **GLEN COVE PUBLIC LIBRARY – VIDEOCASSETTE/DVD POLICIES**

### **Federal copyright Warning:**

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted motion pictures, videocassettes, and DVDs. (United States codes, Title 17, sections 501 and 506.)

These videocassettes and DVDs are licensed for non-commercial private exhibition in private homes ONLY and may not be used by organizations, classes, clubs or groups.

Videocassettes and DVDs may not be copied and the borrower is personally responsible for complying with all copyright restrictions.

### **Circulation regulations**

1. Borrower must be 18 years or older and a registered member of the Glen Cove Public Library in good standing. DVDs may **not** be borrowed by Direct Access patrons, but videocassettes may be borrowed. Direct Access patrons must reserve Glen Cove videocassettes at their home library.
2. Videocassettes will circulate for 7 days. DVDs will circulate for 3 days or 7 days, as marked. Those DVDs borrowed on Friday for 3 days will be due Monday.
3. Only 3 DVDs and 3 VHSs per family may be borrowed at a time.
4. Beginning Tuesday, May 29, 2007, all audio-visual materials (video cases, DVDs, books on tape and CD, music CDs) may be placed in the outside book drops when the Library is closed.

#### **NOTICE: PATRONS MUST TAKE CARE**

##### **ALL CASES MUST CONTAIN THE APPROPRIATE ITEMS,**

- Video cases must contain video, rewind.
- DVDs must be in proper cases
- All audio books must contain the proper number of cassettes or CDs

**All cases should be firmly closed before placing in book drop. We recommend wrapping in rubber bands whenever possible.**

##### **PATRONS WILL BE RESPONSIBLE FOR ANY DAMAGE RESULTING IN DEPOSITING AUDIO VISUAL MATERIAL IN BOOK DROPS.**

Please continue to bring these items into the Library during regular Library hours.

5. Videocassettes and DVDs must be at room temperature for two hours before use. They require careful handling and can be damaged by dust, dirt or fingerprints, and by heat. Do not leave them in the glove compartment or trunk of a car or other places where heat may be excessive.
6. **Do not** attempt to repair breaks to videos on your own or try to open the case in any way. Do not handle the exposed tape at any time.
7. Be sure your equipment is operating and adjusted properly (adjust tracking). Please notify the library upon return of the videocassette or DVD if you think it is defective or distorted. We hold you responsible only for physical damage.
8. No videocassettes or DVDs will be checked out during the last 15 minutes before closing time.
9. Damage/Loss – the full list price will be charged for a lost or “damaged beyond repair” videocassette or DVD.

### **FINES AND CHARGES**

**Video Rewind Fee - \$1.00 per tape.**

**Overdue - \$2.00/day, per title, up to \$10.00 per cassette or DVD.**

**Damage to or loss of plastic cassette or DVD case - \$2.00**

**Damage to or loss of cassette/DVD up to the cost of the cassette or DVD.**