

## **SAMUELS PUBLIC LIBRARY**

### **VHS and DVD CIRCULATION POLICY**

1. DVDs/Videos may circulate on adult and juvenile library cards.
2. Patrons may take out 10 video titles on their cards.
3. DVDs/Videos are checked out for 2 weeks (14 days
4. Fines for overdue DVD/ videos are \$0.10 per day up to a maximum of \$5.00.
5. DVD/Videos are available on a first-come, first-served basis. Reserves may be placed on circulating videos; however, they cannot be renewed.
6. Videos will be shelved in the public area of the library.
7. Videos will be immediately inspected upon return. If any damage is evident, the patron will be notified immediately. The patron is responsible for any damage to the video and must pay the cost of the video, but no additional processing fee will be charged.
8. Patrons with newly issued cards will be able to check out videos the first time they check out materials.

--Revised by the Board July, 2009.