

DVD COLLECTION PROCEDURE AND GUIDELINES

Pursuant to the "Circulation Policy," patrons must present their library card or have their picture on their account each time when checking out DVDs

Patron HOUSEHOLDS may have up to 7 DVDs at any one time.

Patrons will be charged for loss or damage to DVDs and DVD cases.

Only patrons aged 17 and older may check out "R" rated DVDs.

Parents may request a release be put on their minor (under age 17) children's cards so that they may also check out "R" rated DVDs.

To do this a parent or legal guardian must physically come into the library and sign a permission agreement.

Staff Procedure for DVD check out:

1. Patron must present library card and have an account in good standing.
2. If a rated "R" DVD is among items to be checked out, ascertain by the birth date on the patron's record that they are 17 years or older.
3. If they are aged 17 years or older, proceed as normal.
4. If patron is under 17 years and wishes to check out an "R" rated DVD, check the comment field on patron's account to determine if the legal guardian or parent has signed a waiver/permission agreement so that this individual is cleared to check out rated "R" materials.
5. If so, proceed as normal.
6. If not, explain to patron that policy does not allow staff to check rated "R" DVDs out to them at this time because of policy.
7. Provide them with a copy of the policy if they wish.
8. Explain that a parent or guardian must physically come into the library and sign the waiver/consent form. If this is done, they will then be able to check out "R" rated DVDs.
9. The necessary waiver/consent form is available at the front desk. If you notice that there are only a few left, please make more copies so that they are always readily available.