

PALM SPRINGS LIBRARY AUDIOVISUAL POLICY

(CD / DVD / Videocassettes)

Revised August 1, 2005

The audiovisual materials referred to in the policy are DVD's and VHS videocassettes, both for entertainment and instructional purposes.

No more than a total of two (2) items may be checked out on each library card at a time.

Parents are responsible for items checked out by children sixteen (16) years old or younger.

Parents may use the child's card if the child is under the age of seven (7) to borrow age-appropriate videos or DVD's for the child's use. These items are located in the children's area.

The following age restrictions apply to borrowing videos and DVD's

Unrated, G, PG	No restriction
PG-13	Must be 13 or older
R	Must be 17 or older

Written permission and a signature from a parent or legal guardian are required for exceptions to be made to these guidelines.

Entertainment videos and DVD's may be checked out for two (2) days. Instructional videos in yellow boxes may be checked out for two weeks.

Videos and DVD's may be reserved with a limit of two (2) on each library card. Videos and DVD's may be renewed providing no reserve has been placed on the item.

The overdue charge for each video and DVD is \$.50 per day, with a maximum fine of \$5.00.

The individual named on the library card is responsible for the safe return of the item and will be charged the full retail price if it is damaged, lost, or stolen. Parents or legal guardians are responsible for items charged by children age sixteen (16) years or under.

Copyright laws limit the use of these items to home viewing only and prohibit their duplication. Therefore no one is permitted to copy any DVD or video, and the same may only be used for personal viewing, and at no charge to the viewer.