

Manning Public Library DVD Circulation Policy

The Manning Public Library has a collection of materials in DVD format. The following circulation rules apply to these materials:

- A valid driver's license or Manning utility bill as well as a library card is required to check out DVDs. New library card members can check out one (1) DVD at a time for the first three (3) months. If the patron is in good standing at the end of three (3) months, regular lending rules under the policy may be applied.
- The loan period for DVDs is two (2) days.
- No more than three (3) DVDs may be checked out at one time per library card.
- The patron is responsible for the return of the DVD(s) in good condition. In case of loss, theft, or damage, the patron will be charged full replacement cost.
- DVDs should be returned to the front desk or deposited in the drop box before the library opens on the day following the due date.
- Renewals will be allowed and can be done in person or via phone.
- A \$2.00 late fee per day per DVD will be assessed to the patron's account if the material(s) are not received before the library opens on the day following the due date.

A DVD checked out on Monday is due two (2) days later = Wednesday.
The DVD must be returned before the library opens on Thursday morning.
The \$2.00 late fee will be assessed if the DVD is not in house before the library opens on Thursday.
Note: Because the library is not open on Sundays,
DVDs checked out on Friday are due before the library opens on Monday.

- The maximum fine assessed will be \$20 per DVD, after which, a phone call will be made to the patron requesting the material be returned. If the DVD is not returned and/or payment of the fine is not received seven (7) days following the phone call, the library has the right to pursue legal recourse pursuant to Iowa Law.
- The Manning Public Library assumes no responsibility for damage to the borrowers' DVD player.
- The patron is responsible for compliance with all applicable restrictions for the copyright law. DVDs may be used only for private home viewing and are not licensed for group showings unless specifically identified as such.
- The library reserves the right to deny service to any patron who does not comply with these policies.
- Parents and / or guardians who are concerned about access to materials that they may consider inappropriate for their children are encouraged to speak with their children about their family values and boundaries prior checking-out materials. In accordance to the Library Bill of Rights, the library will not restrict access to its materials based on origin, age, background, or views.

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