

GARY PUBLIC LIBRARY

GUIDELINES FOR BORROWING DVDS

Updated January 1, 2011

1. Borrowers must be at least 18 years old and not a high school student.
2. Borrowers must have a valid library card.
3. Borrowers must have a telephone number. We will call to verify. Telephone listing at relative or friends' homes is acceptable.
4. Two pieces of identification required with the current address:
One identification with picture:
DRIVER'S LICENSE OR STATE ID
And one of the following:
telephone or utility bill, receipts, mail processed by postal service, or any valid document with the name and address.
Social Security Cards and Birth Certificates are not acceptable
5. No phone reserves for feature movies on DVD.
6. DVDs cannot be renewed.
7. DVDs MUST BE RETURNED to the lending library's circulation desk EXCEPT for Main Library – please return DVDs to film desk. Please do not put DVDs in book drop.

LIMIT 6 DVDs

LOAN PERIOD 3 days

FINES & FEES (cash only)

\$1.00 per DVD - fee

NO CASH REFUNDS*

(If item does not play, in-house viewing will determine replacement - no cash refunds)

\$3 per DVD per day - overdue fine

Full replacement cost of the DVD is required in the event of loss or extensive damage.

The following DVD fees are charged to cover the costs assessed to maintain the condition of the collection:

- Damaged DVD case - \$2 single case; \$3 double case
- Lost DVD case - \$4
- Badly scratched DVD, item shipped out for repair - \$7

The Gary Public Library does not assume responsibility for any damages to equipment that occurs while viewing DVDs borrowed from the library.

HOURS OF SERVICE

DVD service closes 15 minutes before Library closes.
No check outs - No returns.