

DVD Circulation Policy

Policy Rules

Note: this policy is for both DVD and Blu-ray discs, and uses “DVD” to refer to both.

1. DVD checkout is limited to current LWTech employees and students with a current LWTech ID card.
2. Patrons may have only three DVDs (or DVD sets) checked out at a time.
3. DVDs have a 7-day loan period.
4. DVDs can be renewed 1 time, unless another student places a hold on the item. DVDs may be renewed in person or online via Primo (the library catalog). DVDs may not be renewed over the phone.
5. **Failure to return DVDs on time will result in fines.** Fines will be assessed at a rate of \$1 per day per DVD, to a maximum of \$30.
6. DVDs must be returned to a library staff member at the information desk, not the book drop.
7. If a DVD is returned scratched and/or unplayable, or if the case has been significantly damaged, you will be responsible for either replacing the DVD or paying the cost of the DVD plus a processing fee. You may contact the library at any time to ask about replacement fees for particular items.

Did you know?

If the library does not have a specific title and you would like to make a request, speak with the library staff at the information desk. Please note that we cannot guarantee this request will be fulfilled.

Statement of Understanding of DVD Circulation Policy

I have read, understand, and will comply with all of the DVD Circulation Policy. A copy of this policy has been given to me. I understand that I assume complete financial responsibility for the DVDs checked out to me.

Student Employee

Printed Name: _____

SID Number: _____

Signature: _____ Date: _____