

NOVI VIDEOCASSETTE AND DVD INFORMATION SHEET

The Novi Public Library Videocassette and DVD collections include entertainment and non-fiction titles for your home use and entertainment.

POLICIES AND REGULATIONS:

1. Borrowers must have a **Library Network** area library card.
2. The Novi Public Library's videos/DVDs may be used only in compatible units. **THE PATRON ASSUMES RESPONSIBILITY FOR VIDEOS/DVDS IN THEIR POSSESSION.** The Library is not responsible for any damage that may occur to patron's video/DVD players while using the Library's materials.
3. **NEW** entertainment videos/DVDs circulate for three (3) days. Older entertainment videos/DVDs and all non-fiction titles circulate for seven (7) days. An overdue fine of \$1.00 per day, per item, will be charged for each additional day after the due date, with a maximum fine of \$25 per item.
4. Overdue fines for videos and DVDs are paid upon return of the items.
5. A maximum of 3 DVDs **per borrower card** may be borrowed at one time.
6. **No renewals of videos or DVDs will be given.**
7. Reserves can be placed on seven (7) day videos/DVDs only.
8. All videos/DVDs borrowed from the Novi Public Library should be returned to the Novi Public Library.
9. Videos/DVDs will be inspected for damage when they are returned. If you have a problem with a video or DVD, please call the Novi Library immediately and explain the situation. **Do not attempt to repair the item yourself.**
10. Videos/DVDs are borrowed for home use only. Patrons are reminded of copyright laws. The copyright proprietor has licensed the picture contained in the video/DVD **FOR PRIVATE HOME USE ONLY**, unless otherwise noted. This prohibits any other use, copying, reproduction, or performance in public, in whole or in part.
11. Failure to comply with the library's video/DVD policies and procedures may result in suspension of the patron's borrowing card.
12. An overdue notice will be sent after 21 days. After the item is 35 days overdue, you will receive a bill for replacement.

VIDEOS AND DVDS REQUIRE SPECIAL HANDLING:

1. Please handle videos and DVDs with care. Extreme hot or cold temperatures will damage them. Never place them on top of a television or VCR or leave them in a car.
2. Videos and DVDs should be at room temperature two hours before use. If not, they can jam inside the machine, resulting in damage to your machine.
3. VHS videos may be used only on compatible VHS playback units.
4. Videos and DVDs may become damaged if dropped or thrown.
5. Never touch the surface of a tape or DVD. Only handle DVDs by the edges.
6. Keep videos away from a magnetic field, such as those produced by an electric motor or power transformer.
7. **ALWAYS REWIND VIDEOS BEFORE RETURNING THEM TO THE LIBRARY.**
8. Many videos have a "stop copy" protection, which is an anti-piracy signal. This may cause a vertical roll on your TV, which can be corrected by adjusting the vertical hold control on your TV or the tracking on your VCR.
9. Many older TVs will not accept videos at the speed they are designed, causing distortion.
10. If you are having a problem with the picture on the video, please stop the tape at the problem area and report it to the library when it is returned.