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**Library**

**DVD Lending Policy**

**2021/2022**

**Library DVD Lending Policy**

**Aims**

This policy will outline the current procedures for DVD loans within the Library. The policy is intended to provide a framework for Library staff to work to, in terms of rules of use and justify how and when DVDs will be loaned.

The introduction of DVDs in the Library aims to provide students with the facility to access electronic resources for study and research purposes. The Library aims to provide resources that students can use as part of their education to enhance the development of information retrieval skills to support students in their independent learning.

**Loaning and Rules**

All DVDs will be catalogued the same as any resource in the Library, therefore all DVDs are clearly barcoded and scanned out to students the same as a book is, and once loaned out the barcode will link up to the student who is borrowing the DVD. Any overdue loans will prevent students from borrowing a DVD. DVDs cannot be copied or produced in anyway; the DVD must remain for the student/staff personal use.

DVDs may be loaned out to students at the discretion of Library staff. For example, if there are on-going issues with overdue loans then DVDs may not be permitted for certain students.

Students can loan out 1 DVD per time as long as they have not exceeded their loan limit of 2 resources. For example:

* 1 fiction book and DVD
* 1 non-fiction book and 1 fiction book
* 1 DVD and 1 non-fiction book
* 1 Audio book and 2 DVD

If a student already has 2 items out then a DVD cannot be loaned. If a student has got an overdue loan, then they will not be permitted use of a DVD.

DVDs are for a 2 night loan maximum and must be returned on time. Students may renew and reserve DVDs as they can with books from the Library. Therefore if they wish to loan a DVD for longer than 2 nights they must bring the disk back after 2 nights to get the DVD re-issued for another 2 nights. If a DVD has been reserved then the student already lending the DVD cannot renew for longer than 2 nights.

**Charges**

There are no late charges on DVDs. If a DVD is retuned late, then the student will be made aware of it and asked to return it. Each student will be aware of this when given a DVD on loan and by accepting the loan they take responsibility for returning it back on time.

The procedure for charging for lost or damaged items is the same as the loaning book policy. We will charge the standard resource a £5 replacement fee through ParentPay when the DVD has been reported lost or is overdue by 4 weeks. (**see the Library Policy for more information**)

**Returns and Condition**

When a DVD is returned the Library staff will inspect the disc and box to check for any scratches or damage to the item. Any damage must be paid for and a letter will be sent home to explain this if necessary.

Any student found to be misusing DVDs or using them for inappropriate use will be banned from loaning from the Library and their head of year/form tutors will be informed.