

## BORROWING POLICY

### DVD/Video Programs

**Full Time Students** are permitted a two day loan for off campus previewing of most programs. A form must be signed accepting responsibility for damage or lost programs, before the programs are allowed off campus.

The library can also accommodate previewing on site and reserving the TV playback units in advance is recommended, but not necessary.

Reserving a program in advance for classroom use is recommended to avoid any last minute conflict.

Programs can be picked up at the Circulation Desk the day of your presentation and returned to the library at the end of your class.

**Faculty** should book programs in advance when possible, to avoid last minute conflict. This is because some programs are in high demand throughout the semester. The option of previewing programs at home or in the library is available.

Loan times can vary, discuss with library staff when borrowing, or reserving the programs. Otherwise a two day or shorter loan time will be given. When asking for an extended loan period, remember others may also want the same program.

**Administration/Support Staff** can preview programs in the library or at home. Usually a two day loan applies, but can be extended if necessary.

**Alumni/Community Users/Continuing Education Students** are permitted on campus viewing only.

**IMPORTANT NOTE:**

Programs purchased by Loyalist College **cannot** be shown to outside community groups at off-site locations. **Canadian Copyright Law** restrictions apply. Contact Connie McDonald at ext. 2317 or email [cmcdonal@loyalistc.on.ca](mailto:cmcdonal@loyalistc.on.ca) , for more information.

**\*\* All DVD/Video programs shown on campus must include Public Performance Rights (PPR) as stated by Canadian Copyright Law.**

Programs from a home collection, DVD/Video Store, or other source, must be approved by library staff prior to showing in the classroom or any other location on campus.

Contact Connie McDonald, ext.2317, for further information.