

POLICY MANUAL

Fallon County Library Baker MT

Audio/Video Policy

1. The Fallon County Library will not purchase and place on shelves current theatrical-released DVD's that are available at commercial outlets.
2. All donations are subject to the Library policy on donated material and must be brought to the Director/Board for approval.
3. The goals and emphasis in purchasing DVD's are to have them relate to current events, how-to tapes, education, travel and entertainment for all of our patrons.
4. All videos/DVD's are to be checked out for one week subject to the discretion of the Library Director. People living outside the city limits may be given extra time and some how-to videos/DVD's may be checked out longer at the Director's discretion. Audio cassettes/CD's are checked out for four (4) weeks.
5. Loan fees for audio-visual materials ordered through Interlibrary Loan will be paid for by the patron making the request. The Fallon County Library will pay for the postage.

Reviewed/Approved:

03/19/14