

## **DVD and Videocassette Collection Policy**

### **Introduction**

The El Reno Carnegie Library will build and maintain a collection of DVDs and videocassettes for use by the library's patrons. The library's collection is designed to supplement the library's print collection by providing informational, educational, and recreational materials. The collection is intended to be a complement to rather than a duplication of local video rental stores collections or other community collections.

### **Selection of Material**

#### **Selection Responsibilities**

The librarian and designated staff will select materials for purchase. The library welcomes suggestions from the public.

#### **Selection Criteria**

Materials will be chosen based on a combination of criteria. The library will purchase materials that are educational, critically acclaimed, or that have lasting cultural value. Selectors will take into consideration lists produced by the American Film Institute, items that have made state and national library association suggestions lists, film adaptations of books, and major film and television award nominees and winners.

Ratings – The library's film collection may include movies rate G, PG, PG-13, and R according to Motion Picture Association of America Ratings. The collection may include films that are unrated. The library will not purchase or circulate DVDs/videocassettes with an NC-17 or X rating.

Accessibility – Every attempt will be made to purchase materials that include captions and/or subtitles.

Duplication – Duplication of titles shall be subject to the overall needs of the collection, the limits of the budget, and the demands of library patrons.

Copyright – DVDs and videocassettes are intended for home use only except in rare circumstances where the library has purchased a title with limited public performance rights.

Format – The library will purchase DVDs. The library accepts donations of both DVDs and videocassettes, but will not purchase new videocassettes.

#### **Donations**

The library will accept donations of DVDs/videocassettes as long as space allows. After consulting the DVD selection criteria, if materials are deemed unsuitable for addition to the collection, donations will be given to the Friends of the Library to be sold (proceeds benefit the library). For more information about donations, see the library's Gift Policy.

### **Circulation and Use**

Any patron, regardless of age, who holds a valid El Reno Carnegie Library card, may borrow DVD and videocassette materials.

### **R-Rated DVD and Videocassette Material Loan Policy**

The library will honor a request from a parent or guardian that their child (under 18 years of age) not be allowed to borrow R-rated DVD and videocassette material(s) if:

1. Parent completes the DVD and Videocassette Material Loan Form, and
2. Submits the completed form to a library employee

Following submission of the DVD and Videocassette Material Loan Form, a message will be added to the child's record stating that the child may only checkout video and DVD materials having a G, PG, or PG=13 rating or are unrated.

The Video and DVD Material Loan Form expires upon receipt of proof of the child's 18<sup>th</sup> birthday.

### **Evaluation**

Materials will be withdrawn from the collection when they become worn, the information provided is no longer accurate or useful, or when they are no longer in demand in the community (when they have ceased to circulate).

Weeded materials will be disposed of if they are broken. The librarian or designated staff will weed the collection. If DVDs/videocassettes are in good condition, they will be given to the Friends of the Library to be sold (proceeds benefit the library).

### **Reconsideration**

The El Reno Carnegie Library is committed to a collection that represents many different points of view. Adults are responsible for making their own choices regarding appropriateness of materials and parents/guardians are responsible for the choices made for their children.

Members of the public with objections to or concerns about a resource may ask the library to reconsider that resource. A form may be obtained from the library's website or from the library. A patron may return the form by mail or in person. The materials in question will not be removed from the collection during the reconsideration process. The library director will respond in writing within a two-week timeframe. If a patron wishes to appeal the decision of the library director, they may appeal to the Library Board. The Library Board has final say on matters of reconsideration.

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