

DVD Rental Policy (Implemented 5/14/14 FA Updated 11/3/22 MM)

A limited rental policy for new Feature Film and TV Series DVDs has been implemented:

- To help underwrite the cost of our DVDs, expand our collections, and increase patron satisfaction.
- To show our funders, particularly municipalities, we are looking for ways to become more self-sufficient and less reliant on governmental funding; and
- Because our surveys have demonstrated that libraries in surrounding counties have been charging with good results (added income and few patron complaints).

Collection Items Affected

A rental fee will be applied to newly acquired adult and children's Feature Film and TV Series DVDs during their first four months in the collection. Borrowing of all other categories of DVDs will remain free and subject to regular loan policy and rules. After four months, rental DVDs will revert to free loan status. Rental fees will not be imposed on DVDs purchased with District funds and with certain restricted grant funds. Some libraries may not charge a fee for new Feature Film or TV Series DVD rentals.

Rental Fee

Newly acquired Feature Film and TV Series DVD rental fee is \$1.00 per item per one week or fraction thereof. Overdue charge for these items is \$1.00 per day with the maximum amount of overdue fines at \$5.00 per item. There will be no renewals allowed on rental DVDs. Rental fees will not be applied to DVDs purchased with District Library Center funds.

General Sierra Circulation Information

- Rental fees for newly acquired Feature Film and TV Series DVDs will automatically be added to the patron's account and will be collected at check-out.
- Rental fees represent a fixed amount for the specified loan period.
- Rentals are not renewable.
- Rentals will not be holdable and must be picked up at and paid for at the owning library.
- Rental items may be returned to any County public library.
- Rental DVD overdue notices will cite the fact that they are not renewable and have a \$1.00 per day overdue penalty.
- Rental items will be identified in the OPAC and Sierra as such.
- A patron will not be able to Self-Check-Out a rental DVD and will be referred to the Circulation Desk if they attempt to do this.
- Defective DVD claims will be handled at the discretion of the owning library. However, it is recommended that if the defect is not the fault of the borrower or is easily repairable, the patron be given a credit toward a future rental via a credit note on the patron's record, up to a lifetime maximum of three credits for three items. If the defect is patron-caused, the borrower will be charged the replacement cost of the DVD as with any damaged library material.
- A maximum of ten DVD loans per library patron will apply whether rental or free items.
- Rental items will be identified via a distinctive case label "Rental Collection \$1/Week".
- Rental DVDs can be returned to any Lancaster County public library.

Sierra Changes:

- LSLC IT will set up the Immediate Rental Charge feature.
- The OPACMSG field in the item record will contain the value r: RENTAL COLL.
- Location codes will be set up for those libraries that will have a rental collection by LSLC on request.
- A new location code “ard” will be created so that the itype will be blocked at self check-outs.
- Rental items will not be suppressed from the OPAC. Patrons from other libraries will receive a message that the item is not holdable from the owning library that has the rental collection.
- At the end of the four-month rental period, the holding library will change the location code to “aff”, “atd”, or “jcf”, remove the OPAC message that says, “Rental Collection” and remove the “Rental” case.