

BARTLESVILLE PUBLIC LIBRARY
DVD PLAYERS WITH HEADPHONES POLICY

The Bartlesville Public Library has DVD players with headphones available for checkout at the Reference Desk for use by all patrons, including visitors. Patrons may view the Library's DVDs or listen to the Library's audiobooks on CD and/or their own DVDs or CDs on these devices.

The procedures are as follows:

1. Before using a DVD player, the patron must sign the DVD Player and Headphones agreement. The Reference staff will document the DVD Player identification number on this agreement.
2. Upon signing this agreement, the patron must give Reference staff a photo ID and/or keys or some other equivalent item. This item will be returned when the DVD player (with power cord) and headphones and Library DVD and/or CDs are returned to the Reference staff in proper condition.
3. If a patron wishes to view their own DVD or play their own CD, they only need to sign the DVD Player and Headphones agreement.
4. If patron wishes to view a Library DVD or listen to a Library audiobook on CDs, the patron will need to hand the unopened DVD or audiobook case to the Reference staff, who will document the DVD or audiobook (title, DVD/CD barcode, number of DVDs/CDs in case if multiple items, name of patron, date and time). The Reference staff will unlock the DVD/CD case and place the DVD/CDs in the DVD player, and will retain the DVD/CDs case at the Reference Desk.
5. In order to not disturb other patrons, headphones are to be used and at the appropriate volume (see the Library's Principles of Conduct).
6. The DVD player (with power cord) and headphones and Library DVD or Library CD must be returned to Reference staff 10 minutes before closing. The Reference staff will document the return of the DVD Player and Headphones (with power cord) and the Library DVD or CD, lock the DVD/CD case, and return the patron's ID or equivalent item.
7. The DVD player and Library DVD/CD **may** not be removed from the Library's premises.

DVD PLAYER AND HEADPHONES AGREEMENT

I agree to abide by the following policies and procedures:

(Please initial in the space provided after reading each point, and then sign at the bottom.)

___ I understand that the DVD Player and headphones available for checkout are for use within the Bartlesville Public Library and neither **may** be removed from the Library.

___ I understand that the DVD Player (with power cord) and headphones must be returned to the Reference desk 10 minutes **prior to** the Library's closing. Any DVD Player (with power cord) and headphones not returned by this deadline will be considered lost and replacement costs will be assessed.

___ I understand that while I have the DVD Player and headphones checked out I am responsible for any damage or loss that results from accident, theft, misuse, or neglect.

___ I understand that I will provide Reference staff with a photo ID or keys or some equivalent item of value in exchange to borrow the DVD Player and headphones and will receive this item back when the DVD Player and headphones are returned to Reference staff.

___ I understand that any Library DVD or Library audiobook on CD that I use that is not checked out to me will be returned to the Reference staff that same day, in good condition, will not leave the Library premise, and will be returned 10 minutes **prior to** the Library's closing.

By signing this, I acknowledge that I am contractually bound to adhere to all parts of this agreement.

Print Patron Name _____

Date _____

Patron Signature _____

Staff Notes

Library Card/Driver's License/Similar ID number or Item description

Library DVD/CD

Title _____

DVD/CD barcode _____ Number (if multiple DVDs/CDs in case) _____

Time Checked Out _____ Time Checked
In _____

Time Checked Out _____ Time Checked
In _____

Time Checked Out _____ Time Checked
In _____

Time Checked Out _____ Time Checked
In _____

Time Checked Out _____ Time Checked
In _____