

## **BARTLESVILLE PUBLIC LIBRARY** **DVD PLAYERS WITH HEADPHONES POLICY**

The Bartlesville Public Library has DVD players with headphones available for checkout at the library desk for use by all customers, including visitors. Customers may view the library's DVDs or listen to the library's audiobooks on CD or their own personal media on these devices.

The procedures are as follows:

1. Before using a DVD player, the customer must sign the DVD Player and Headphones Agreement. The library staff will document the DVD player identification number on this agreement.
2. Upon signing this agreement, the customer must provide library staff a photo ID, keys or some other equivalent item. This item will be returned when the DVD player (with power cord), headphones and library DVD and/or CD are returned to library staff in proper condition.
3. If a customer wishes to view their own DVD or play their own CD, they only need to sign the DVD Player and Headphones Agreement.
4. If customer wishes to view a library DVD or listen to a library audiobook on CD, the customer will need to hand the unopened DVD or audiobook case to library staff, who will document the DVD or audiobook (title, DVD/CD barcode, number of DVDs/CDs in case of multiple items, name of customer, date and time). Library 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 library desk.
5. In order to not disturb other customers, headphones are to be used and at the appropriate volume (see the Library's Principles of Conduct).
6. The DVD player (with power cord), headphones and library DVD or CD must be returned to library staff no less than 10 minutes prior to the library closing. Library staff will document the return of the DVD player (with power cord), headphones and the library DVD or CD, lock the DVD/CD case, and return the customer'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 the DVD player and headphones available for checkout are for use within the Bartlesville Public Library and neither must be removed from the library.

\_\_\_ I understand the DVD player (with power cord) and headphones must be returned to the library desk within 10 minutes of 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 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 I will provide library staff with a photo ID, 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 library staff.

\_\_\_ I understand any library DVD or library audiobook on CD that I use that is not checked out to me will be returned to library staff that same day, in good condition, will not leave the library premises, and will be returned no less than 10 minutes prior to the library's closing.

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

Print Customer Name \_\_\_\_\_ Date \_\_\_\_\_

Customer

Signature \_\_\_\_\_

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### Staff Notes

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

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### 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 \_\_\_\_\_

Time Checked Out \_\_\_\_\_ Time Checked In \_\_\_\_\_