BORROWING POLICY

DVD/Video Programs

**Full Time Students** are permitted a two-day loan for off campus viewing of programs. There is an overdue fee of $2/day/per item for overdue DVD’s and associated materials. The library can accommodate viewing on site and reserving the TV units in advance is recommended, but not necessary. Reserving a program in advance for classroom use is recommended to avoid any last minute conflict. Programs can be picked up at the Circulation Desk the day of your presentation and returned to the library at the end of your class.

**Faculty** should book programs in advance when possible, to avoid last minute conflict. This is because some programs are in high demand throughout the semester. Reserved programs can be picked up at the circulation desk.

Loan times can vary, discuss with library staff when borrowing or reserving programs. Otherwise a two day loan time will be given. When asking for an extended loan period, remember others may also want the same program.

**Administration/Support Staff** can view programs in the library or at home. Usually a two day loan applies, but can be extended if necessary.

**Alumni/Community Users/Continuing Education Students** are permitted on campus viewing only. Loyalist College does not provide Inter-Library Loans of DVD/video programs.

**IMPORTANT NOTE:**

Programs purchased by Loyalist College cannot be shown to outside community groups at off-site locations. **Canadian Copyright Law** restrictions apply. Contact the library at ext. 2317 or email the library for more information.

**Public Performance Rights (PPR)** is no longer necessary for films that are to be shown to an audience of students, for educational purposes, the copy being viewed is not an infringing copy (illegally downloaded or showing a copy that is an illegal upload to a video hosting site) and there is no entrance or screening fee for the viewing of the film.

**PPR is necessary for groups showing films for entertainment purposes.**