

## **Media Library Loan Policy**

### **Student Borrowing:**

Access to the collection is granted by the EML technician or director ONLY. Availability is on a first-come, first-served basis. Loans are granted to students for a period of two (2) nights. For example, a DVD borrowed on Tuesday must be returned on Thursday. Loans taken on Thursday and Friday must be returned by 12 PM (noon) on Monday. All loans must be returned by 4 PM. A drop box will be provided in the future for after-hours returns. Student loans may only be renewed in person, and with the loan item(s) present. A maximum of two (2) titles may be borrowed at any time. DVDs are the sole responsibility of the borrower and may not be loaned to ANYONE else during the loan period.

Lost or damaged DVDs will be replaced by the borrower at his or her own expense.

### **Student Late Returns:**

Borrowers returning materials late face a number of penalties ranging from verbal warnings to, most seriously, the suspension of borrowing privileges. Repeated infractions will result in the permanent suspension of a student's borrowing privileges.

### **Teaching Staff Borrowing:**

The standard loan period for all teaching staff is two weeks. Reminders may be sent via email prior to the due date, but at all times it is the borrower's responsibility to ensure that materials are returned on time. Faculty may renew loans in person, by phone, or by email. All loans must be returned by 4 PM on the due date (by noon on the next business day should that date fall on a weekend or holiday). A drop box will soon be provided for after-hours returns. Faculty may request that titles become non-circulating to ensure their availability for particular courses.

Lost or damaged DVDs will be replaced by the borrower at his or her own expense.

### **Staff Late Returns:**

Borrowers returning materials late face a number of penalties ranging from verbal warnings to, in cases of repeated indifference to due dates, the suspension of borrowing privileges.

### **DVD acquisitions**

In order to meet external budgeting and accounting deadlines, the list of DVD acquisitions will be finalized twice a year, in June and November, and purchases made as soon as possible thereafter. As far as possible purchases will be made on a first-come, first-served basis. Acquisition requests made explicitly in support of teaching will receive higher priority than titles selected for personal interest or to support individual research. DVDs may only be purchased from well-established and reputable suppliers: (eg. Amazon.ca, Amazon.com, Criterion, NFB, Insight Media, and Films for the Humanities and Sciences). A working list of DVD requests will be maintained by the lab technician throughout the year prior to its finalization, and items added to it and ranked as required. Under normal circumstances, requests for VHS acquisitions will not be considered.