

LIBRARY POLICY

Audiovisual Policy

Users with a Santa Monica Public Library card in good standing are welcome to borrow items from the Library's rich collection of DVDs, Music CDs, Books on CD and E-Books. Borrowers agree to abide by Library rules, including the following:

- It is the borrower's responsibility to determine audience suitability. Parents of minors are responsible for guiding their child's DVD/Video/Sound recording selection. The Library cannot act *in loco parentis*.
- The cardholder assumes full responsibility for damage or loss. In case of loss or theft, the cardholder is responsible for the entire replacement cost plus a processing fee. Damaged or missing parts are charged to the cardholder at the replacement or repair cost to the Library. In the event that a missing part cannot be replaced, the borrower is responsible for the entire replacement cost plus the processing fee.
- Discs should be played using equipment in good operating condition. Audiovisual materials should be kept away from dirt, dust, humidity, sunlight and heat and stored in their case when not in use. Do not leave audiovisual materials in cars as even brief periods can result in heat damage.
- Report any scratched or damaged items to Library staff. Do not try to clean materials yourself.
- The Library is not responsible for damage to electronic equipment, or any cost of repair, resulting from use of Library materials
- Library DVDs/Videos are restricted by copyright laws and performance licenses and may not be copied, reproduced, or broadcast, in whole or in part. "Home Use Only" DVDs/Videos are for private home viewing and any public or semi-public performance (whether or not admission is charged) is prohibited.