

3.XX DVD PLAYER BORROWING POLICY

A. Eligible Borrowers

A limited number of DVD players are available for current UTSA faculty, staff, and students for a four-hour checkout, with no renewal.

Borrowers may not have outstanding fines, fees, or overdue books at the time of DVD player checkout.

Borrowers will be asked to complete a Library DVD Player Use Agreement accepting responsibility for using the player.

Borrowers must present a valid University ID card at the Circulation desk for check out.

Only one DVD player per person can be checked out at a time.

B. Availability and Time Limits

The loan period for DVD players is four hours. Players are due 30 minutes prior to the closing time of the Library. Be aware of the Library hours of operation before checking out the player.

DVD players are available on a first-come first-served basis and are non-renewable. Holds or advance bookings are not available.

When returning the DVD player, a Proof-of-Return Receipt will be signed by the Circulation staff and given to the borrower.

C. Fines and Replacement Charges

Overdue fine: billed at \$0.10 per minute (\$6 per hour) with a maximum fine of \$30. 24 hours overdue the player will be assumed lost and will be billed accordingly.

Replacement charges: the user assumes full financial responsibility. The replacement charge for a lost DVD player is \$180.

Damages to the DVD player will be determined by the Library and the cost of any repairs will be passed on to the patron who had the player checked out at the time it was damaged.

D. Returns

DVD players must be returned in person to staff at the Circulation desk. Users need to wait until staff verifies the DVD player and the headphone are returned and the equipment is in good condition.

A Proof-of-Return Receipt will be signed and given to the borrower. Never leave a DVD player unattended on the desk counter when returning it.