

May 27, 2016

John Cotton Dana Library
Rutgers University Libraries
Portable DVD Player Borrowing: Policy & Procedures

Who can borrow a Portable DVD Player?

Rutgers University students, faculty, and staff may borrow a single Portable DVD Player at a time. Anyone who borrows a Portable DVD Player is agreeing to this policy.

How long can I borrow a Portable DVD Player for?

The John Cotton Dana Library currently offers four (4) Portable DVD Player for circulation.

These Portable DVD Player may be used inside or outside of the library. There are no overnight loans of Portable DVD Player.

The loan period is 4 hours, with the option for up to one (1) in-person renewal if there is at least one other Portable DVD player available for others to borrow.

Renewals must be done in person at the Circulation Desk and cannot be done via phone or virtual means.

Portable DVD player must be returned at least 30 minutes prior to the library closing time.

Where can I borrow and return the Portable DVD Player?

You can borrow a Portable DVD Player at the Dana Library Circulation Desk.

You MUST return the Portable DVD Player to a library staff member at the Circulation Desk. These cannot be returned to another Rutgers library.

Do NOT put these items in the Book Return slot or you will be billed for any resulting damage that occurs as well as any late fees (since the Book Return is not checked frequently throughout the day).

If you experience any problems with the Portable DVD Player, please let library staff know when you return it.

Fines:

Users who return a Portable DVD Player late will accrue late fines at \$10 per hour.

When a Portable DVD Player is 24 hours overdue, it will be labeled missing and users will be billed the full replacement cost of \$60. This figure includes processing costs.

Users are responsible for all the components in the Portable DVD Player when they borrow it. Should damage occur, users will be billed repair and/or replacements costs of up to \$60.

Borrowers with fines and/or replacement bills will have their library privileges suspended and holds placed on their library records.

The University reserves the right to hold transcripts and diplomas if you do not pay your obligations.

As a result of non-payment, it will become necessary to forward delinquent accounts to a collection agency, which would incur an additional fee to you.