

MULTIMEDIA POLICY

The multimedia collection may contain instructional, educational, children's, and classic film titles in a variety of video and/or audio formats.

SELECTION AND ACQUISITION

Selection of titles shall be guided by the same considerations and principles as the selection of printed material. Selection and ordering will be performed by library staff trained to handle acquisitions.

Some of the key criteria for selection include: communicates information effectively; is of good technical quality; has subject matter that is best served by the use of video as opposed to other media; is addressed to the individual user rather than dependent upon the aid of an outside instructor to convey its information; and generally stands alone as an information source.

The multimedia collection will center around, but not be limited to, how-to instruction, cultural and ethnic material, Arizona and Southwestern subjects, social issues, recognized classics, critically acclaimed material, and children's themes.

CIRCULATION/LOAN POLICY

Circulation procedures, checkout limits and charges for all video and electronic materials will be listed in the Library Procedures Manual. The Library is not responsible for damage caused to a patron's equipment through the use of the library's materials. Patrons' use of library resources is at their own risk.

Multimedia materials borrowed from the Apache Junction Public Library are not to be copied, sold, or rented by their recipients. Only those multimedia materials clearly marked as having Public Performance Rights can legally be used by a group or organization. It is the responsibility of the person borrowing multimedia materials to see that they are used in an appropriate manner in accordance with the copyright law. Any group or organization borrowing multimedia materials to use by a group or organization is responsible to pay performance fees and obtain appropriate permission from the producer to give a public presentation if the materials do not carry Public Performance Rights. Most multimedia materials are for home presentation only.

Rules governing the return of multimedia and any charges for loss or damage are included in the Library Procedures Manual as approved by the Library Board of Trustees.

In-Library Multimedia Use

The equipment provided for multimedia viewing may not be moved except with staff authorization. No additional equipment shall be attached to it by the patron. Disruptive

behavior will terminate the patron's use of the equipment. If patrons are disruptive, they will lose any additional time they have allotted to them. Disruptive patrons may be barred from using the Library's equipment and/or asked to leave the Library. Abuse or misuse of the equipment may bar a person from future use. The patron may also be billed for the cost to replace or repair the equipment. Copyrighted materials are protected by copyright law and may not be copied by patrons. Library users shall not, in accordance with applicable law, reproduce or distribute copyrighted materials without the permission of the copyright holder, except as permitted by the principles of "fair use". Responsibility for any copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use. Using the library's video viewing resources in ways that create a hostile environment for others will not be acceptable. Age restrictions for use may apply. Where applicable, the patron should review the Acceptable Use of Electronic Information Systems policy. Refer to the Library Procedures Manual for additional information regarding the use of equipment.