**AUDIO VISUAL POLICY FOR THE WOODWARD PUBLIC LIBRARY**

The audio visual policy for the Woodward Public Library shall serve as a guide for the library staff and inform the general public of its operational procedures.

Said library will collect and circulate audio visual materials (DVDs and (CDs) in the following categories: children, classic, instructional or informational and contemporary entertainment.

A current library card is required for audio/visual checkout.

The borrower shall have no overdue materials

Borrowers are responsible for returning audio/visual materials within seven days unless other arrangements have been made with the librarian.

Care will be taken at all times to avoid damage to audio/visual materials. Patron is liable for damages to audio/visual players.

The Woodward Public Library is not responsible for any damage to audio/visual players.

“Freedom to View” is part of the Library Bill of Rights. “A person’s right to use a library should not be denied or abridged because of origin, age, background or views.”

It is the parents—and only the parents—who may restrict their children—and only their children—from access to library materials and services.

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