**Summary of Video Lending Practises**

| **Institution** | **Student Lending** | **Loan Period** | **Loan Limit** | **Late Charges** | **Replacement Cost** | **Damage/Loss Rate** | **Comments**  **(Proper care, value)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| BCIT | Yes | 7 day loan  (3 hr loan are  Library use only) | Student - 5 | 7 day loan - $1/day  3 hr loan - $1/hr | True replacement  or $50 | We are encountering more frequent instances of damage due to aging VHS and the newer DVD format but the rate is minimal. | Issue not addressed |
| Capilano Coll. | Yes | 7 day loan  (3 hr loan are  Library use only) | student - 4 | 7 day loan - $1/day | True replacement  or $25 + proc. fee $10  Sometimes the Dept pays, other times they pay a share of the cost and we absorb the rest. | Instructors are the worst for damaging materials; students have a higher delinquency return rate. We lose less than 5 video/DVD items per year, not counting damaged items. | Instructors and students get a demo on using the machine if necessary. Value of item is not mentioned nor are any special instructions given unless asked for. |
| Coll. of New Caledonia | Yes | 14 day loan  3 day loan | student - 50  comm. borrower - 5 | 25¢/day | $45 standard rate.  Item can be replaced by an identical item in which case a $15 overdue fee would be charged. | Damage/loss on DVDs is more frequent, e.g. right now 1.3% of our cinema CNC movie collection is marked as lost (18 of 1383 items). | We spend extra time when a multi-piece dvd/vhs set is checked out, letting them know all items in the set must be returned. No other issues are addressed. |
| Coll. of the Rockies\* | Yes | 3 day loan | Videos – none  DVD – 3 | 50¢/day | True replacement plus | Not answered | Proper care/value not addressed |
| Douglas Coll.\* | Yes | 2 day loan | Student – 3 | $5/day  (max of $20) | True replacement plus $20 proc fee | minimal | Over the counter instruction, labels and bookmarks |
| Emily Carr Inst. of Art\* | Yes | 1 day loan  Library use only  Faculty-3 day loan | Student – 3  Faculty – 5 | 25¢/day | True replacement | Past year-replaced 8 vhs and 5 dvds (mostly wear and tear) | Cautionary Sticker – states that the user is responsible for paying all costs in case of loss or damage. |
| Justice Institute | Yes | 1-4 weeks negotiable | No limit | None | True replacement  plus $20 proc fee  and shipping | No more than between 5-25 videos DVDs are either damaged or lost | No instructions on proper care.  If a video/dvd is over $500, a sticker is placed on the front of the case stating that it will cost X amount of dollars for them to replace it. |
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| Kwantlen | Yes | 1 day loan | No limit | $2/day | True replacement | 1-2% | It is not part of the procedures when checking out videos/dvds, but most AV staff will talk about proper care, etc. |
| Northwest Comm.Coll.\* | Yes | 7 day loan | Not answered | 50¢/day  $10 max. | True replacement  or $25 plus proc fee | Minimal.  Video damage is mostly due to age. | Proper care/value not addressed but we should consider |
| Royal Roads\* | Yes  unless there is a PPR restriction | 7 day loan  More of our students study at a distance – we rarely mail videos, they must pick them up | Not answered | $1/day | $75 replacement and  $25 processing fee  This is decided on a case by case basis as many videos are worth more than $75 | Minimal.  DVDs are sprayed with a protective coating to protect from damage.  DVDs are kept behind circ. desk.  We have not yet had to replace a disc due to user-inflicted damage. | No policy on proper care/value.  The student may be warned on check-out re replacement costs if item is expensive. |
| Selkirk | Yes | 3 day loan | No limit | $2.50 per day  $25 max | True replacement | Minimal | No policy on proper care/value but we should consider |
| SFU\* | Yes | 3 day loan (undergrad)  7 day loan (grad student) | No limit | $1/day | Not answered | Minimal | No policy on proper care/value but we should consider |
| Thompson Rivers | Yes | 3 day loan | Student - 3 | $1/day | True replacement  plus $10 proc fee | Minimal – probably about 1% | Proper care/value not addressed |
| Trinity Western | Yes | 7 day loan | Student – 7 | $1/day | True replacement | Minimal.  Most of our losses have been from student workers inadvertently de-sensitizing VHS tapes | No policy yet. We are thinking about putting a sticker stating the cost and that should it be damaged/broken the user will be responsible. |
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| UCFV\* | Yes | 3 day loan | Not answered | $1/day | True replacement | Minimal –DVDs are kept behind circ desk | Any video/DVD that cost over $150 has a warning label stating the cost of the item. |
| UVIC | Yes | 1 day loan due at 1 pm next day  or 3 day loan (if necessary for class presentation, etc.) | No limit – they may borrow as many items as they think they can watch before 1 p.m. the following day when they are all due back. | $5/day | $90 but reserve the right to charge more. Rare occurrence. | Minimal – normal wear and tear | No policy on proper care/value other than responsibilities of borrowers set out on the website. When we explain copyright to all our borrowers, we usually go over the fact that items we purchase cost more due to licensing agreement so many are aware of the value of the collection. |
| VCC\* | Yes | 3 day loan | Not answered | $2/day | True replacement plus proc fee | Not answered | Not answered |