

UNIVERSITY of WISCONSIN
GREEN BAY

Institute for Learning in Retirement

DVD LOAN POLICY #2

A. PURCHASED COURSE DVD'S OR VCR TAPES.

1. Loans to Other Learning In Retirement Organizations (LIRs).

a. These DVDs/tapes may be loaned to other LIRs, or other equivalent organizations upon the following conditions:

- (1) The course is not planned for use by the Curriculum Committee for programs within the next calendar year.
- (2) The organization to which they will be lent completes the Loan Agreement (Attachment 1).
- (3) The organization may not keep the Course for a period of more than one (1) calendar year without prior permission of the UWGB LIR Curriculum Committee.

b. The LIR office staff will keep a log showing the title of the Course, the organization to which it was lent, the date sent and the date returned. Any overdue DVDs /tapes shall be reported to the Curriculum Committee.

2. Loans to members of the UW-Green Bay LIR.

a. These courses may be signed out by individual members upon the following conditions:

- (1) The Course is not planned for use by the UWGB LIR Curriculum Committee for programs within the next calendar year.
- (2) The member may sign the course DVD/tape out for a period of not more than 90 days.
- (3) The member may sign out only one (1) course DVD/tape at a time.
- (4) The member completes Local Member Loan Agreement (Attachment 2).

b. Individual DVDs or tapes from a course may be signed out by members for a period of not more than 30 days. This also requires the completion of the Member Loan Agreement.

c. The LIR office staff will keep a log showing the title of the Course, the member to whom it was lent, the date borrowed and the date returned. Any overdue DVDs or tapes shall be reported to the Curriculum Committee.

B. Locally Produced DVDs of an LIR Course.

1. These DVDs will be available for loan to members unless that course is being offered in the next semester.
2. These DVDs may be loaned to individual members for a period of not more than two (2) weeks. The office staff shall maintain a log containing the information in Para 2 c. above. DVDs overdue for a period of one month shall be reported to the Curriculum Committee.