

**PROCEDURE FOR  
RETRIEVING VIDEOCASSETTES AND DVDS  
FROM THE CLOSED STACKS**

- Go to the Circulation Desk for the key which will be on Reserve and will need to be checked out.
- Retrieve the video/DVD from the Closed Stacks. (Upper Level behind the elevator)
- Take it to the Circulation Desk to be checked out. Return the key. (Note: DVDs are safe but videocassettes will be damaged if the student passes them over the desensitizing machine. Please remind the Circulation Desk student of that.)
- If you are sending a student representative to get videos/DVDs for you, please write out a permission slip or print and fill out the permission slip found at [http://home.moravian.edu/public/reeves/about/Policies/Fvideoperm\\_0603.pdf](http://home.moravian.edu/public/reeves/about/Policies/Fvideoperm_0603.pdf) so that the Circulation Desk student assistant can check them out in your name. Students may not check out Closed Stacks videos or DVDs in their own names and we cannot check them out in your name without your written permission.
- Closed Stacks Videos/DVDs circulate for one week and may be renewed. They are subject to recall if needed by another user.
- Videos/DVDs should be returned to the Circulation Desk.
- Donna Moyer, Library Secretary, is the contact person for borrowing and returning videos and DVDs from LVAIC libraries.
- Note: The local public libraries do not lend videos or DVDs on interlibrary loan. If one of the local libraries has something you need, you must go to the library and borrow it directly.
- Note: There will continue to be videocassettes and DVDs located in other places in the library: on Reserve, in the general stacks, the children's collection, educational curriculum materials, and the Moravian Collection. Each of these has a different circulation period.

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