

Safety and Health Video Library
PO Box 44607
Olympia WA 98504-4607
www.Lni.wa.gov/videos

To open an account and borrow videos, please fill out this form and email to: SHVideo@Lni.wa.gov or call us at 360-902-5444.

Name	Delivery Type <input type="checkbox"/> Pick up (Thurston County) <input type="checkbox"/> Ship		
Business Name	Type of Business		
Physical Street Address (<i>must be a Washington address</i>)	City	State WA	Zip Code + 4
Mailing Address (<i>if different from physical address</i>)	City	State WA	Zip Code + 4
Email Address	Phone Number		
Format Preference (<i>check all that apply</i>) <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Streaming <input type="checkbox"/> No Preference			
Language Preference <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Both			

Terms and Conditions:

- Copyright materials are loaned subject to the conditions that **any form of duplication is strictly prohibited** in accordance with Title 17 of the United States Code of Federal Regulations. Unauthorized duplication of copyright materials will result in immediate cancellation of borrowing privileges.
- Videos are loaned for a period of one week.** When videos are borrowed, the shipping label has the return date printed on it. This is the date the video must leave your office. Three late returns will result in cancellation of borrowing privileges. Accounts may be suspended at any time for inappropriate use of resources.
- Borrower accounts are established by individuals.** There is no limit to accounts per business. However, a borrower may not loan materials to any person. Example of prohibited loans: consultant to client; corporation office to corporate office.
- The borrower is financially responsible for any loss or damage** of videos and associated materials, and agrees to reimburse the library for full recovery costs for any items lost or damaged. This may include the cost of videos, printed materials, shipping costs, and collection costs. I understand that costs due for lost or damaged items will be turned over to collections.
- The borrower is responsible for the cost of return shipping to Tumwater.** Unless videos are returned by hand delivery by the borrower, return shipping must be through a **traceable shipping service** e.g. United Parcel Service; Federal Express, or Registered Mail with insurance. Return by untraceable means will result in borrower liability in the event of loss or late return. Returning videos to an L&I field office or other facility is prohibited.
- Accounts must be designated as Pick Up Only or Ship Only. Thurston County users are required to pick up and return materials to the L&I Service Location in the Tumwater lobby.

Important: Read before signing

I have read and understand the terms and conditions listed above. As a condition of my participation in the Washington State Department of Labor and Industries Safety and Health Video Library, I agree to comply with them. I have kept a copy of this agreement for my records. I certify that I am a Washington resident.

Signature _____

Date _____