

Safety & Health Video Library & Resource Center Policy

Washington State Department of Labor & Industries

Library materials are available for loan in Washington State only.

**All transactions must be made through
The Safety & Health Video Library & Resource Center.**

**Videos are checked out only to you solely for your use.
You may not at any time loan them to someone else.**

Videos must be returned on time

- Three late returns will result in *immediate* cancellation of borrowing privileges.
- You *must* return videos by traceable carrier.

Traceable Shipping Only

- Your only cost for use of the video materials is the cost of return shipping by traceable carrier such as UPS or Fed Ex.
- Delayed shipping of videos *must* be by guaranteed overnight delivery service.
- If you prefer to use the US Postal Service, you must use registered mail only.
- If you or your shipper loses or damages a video or DVD, you will be charged for the full replacement cost at the current vendor's price, plus taxes, shipping, and handling.
- When shipping by UPS or Fed Ex (or some other commercial shippers) your package is automatically insured for only \$100. You may want to purchase additional coverage.
- **For your information, the average cost of each VHS or DVD is \$500.**

All borrowers, including state employees, must use a traceable shipper unless personally delivering videos to the Central Office Service Location in Tumwater during regular operating hours.

Respect the Copyright

- Unless specifically noted in the catalog and on the materials themselves, all library materials are fully protected by copyright under Title 17 of the United States Code of Federal Regulations.
- **Unauthorized duplication of copyrighted materials will result in immediate cancellation of borrowing privileges and possible fines under Federal law.**

Safety & Health Video Library & Resource Center Procedures

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One week loan

- You can borrow up to five videos for 1 week.

Six Month Feature

- You can schedule videos up to six months in advance.

Advance Notice

- Please give us one week notice before you want to show videos. The videos will arrive 1-2 business days before your show date.
- Please use the current Reservation Form posted on line to order videos.
- Thurston County residents must pick up and return videos in person. Allow at least two days for scheduling and one day for pick-up.

Handle videos with care

- Please be sure to rewind all VHS videos and place each one *correctly* in its proper case.
- VHS videos can be easily damaged by forcing them into cases backwards or upside-down.
- DVDs, if not securely fastened on the hub, will slide around in the case causing scratches and damage during shipment.
- Protect videos from excessive heat or inclement weather during shipment.
- Video media damaged beyond repair will be charged to you at current replacement cost as if it were lost.

Returning videos

- When using a delivery service such as UPS or FedEx, use the printed address on the reverse side of your shipping label.
- If you choose to ship via US POSTAL SERVICE Registered Mail we recommend that you purchase insurance to protect you in case of loss.

Address video shipments to:

**Department of Labor & Industries,
Safety & Health Video Library
PO Box 44607
Olympia, WA 98504-4607.**