

# Safety and Health Curriculum Catalog Checkout Instructions

## Media Information

- ✓ All orders are processed on a first come, first served basis.
- ✓ **Please request the videos two weeks before you schedule your training to verify availability and to allow us time to process your order.**
- ✓ **Please return the materials on time so we may honor the reservation of the next instructor.**
- ✓ All videos from the Regional Safety Curriculum Library are shipped to vocational educators in the consortium on a free-loan basis. The only expense to you is the return shipping. Instructors may pick up materials at the school location.

## How to Order Videos

1. Use a copy of the order form provided in this catalog.
  - ✓ Provide the instructor's name, school name, and address where the media should be sent.
  - ✓ Include the Catalog number and title of all media requested. Limit of 4 items per checkout period.
  - ✓ Specify a preferred date and length of training.
  - ✓ **Remember to sign the authorization line before mailing the order form. All media is checked out to the instructor rather than the school; this designates an individual as the responsible party.**
2. Order well in advance to allow us time to process the request and send out the reservation summary. Allow 10 days to process your request following receipt of order. The date indicated on the reservation summary is the date it leaves our office, please allow 3 shipping days after that date to receive the materials. When you receive your reservation summary, read it carefully and write or call us immediately if changes are necessary. Keep your reservation summaries for future reference.
3. All requests should be mailed, faxed, or e-mailed to the specific school.

## How to Return Videos

1. When returning your videos, please ship three to four days before due date on the packing slip.
2. Videos are shipped prepaid by us and returned by the borrower. Please use UPS or insured U.S. Mail so that lost media can be traced. No COD shipments, please.

## How to Handle Damaged Videos

1. All media is inspected by personnel before shipping.
2. Please return any damaged videos to us with an explanatory note. Do not try to repair them.

**NOTE: When a video is seriously damaged, it is out of circulation until it can be replaced. The person checking out media will be responsible for the care and return of all media. Under Bill 1177, effective November 1, 1988, theft or destruction of library materials is a misdemeanor. Punishment for conviction shall be restitution and a fine up to \$10,000.**

3. All videos are checked out for three weeks, which includes both sending and receiving shipping dates.
4. The Regional Safety Library reserves the right to revoke borrowing privileges if the checkout period is abused.