Oregon OSHA Resource Center
350 Winter St NE, Room 26
PO Box 14480 • Salem, OR 97309-0405
Phone: 503-947-7453 • Fax: 503-947-7463

Guide to the Oregon OSHA Audio Video (AV) Library

What is the Oregon OSHA AV Library? The Oregon OSHA AV Library is a collection of workplace safety and health training materials, videos and DVDs available for loan to employers and workers in Oregon. This service is provided by the Department of Consumer & Business Services, Occupational Safety and Health Division (Oregon OSHA). For a comprehensive view of the resources and services available to you, see the Oregon OSHA Web site, **www.orosha.org**.

How does the AV library work? You must sign an agreement to use the library resources. To open an account, fill out the Oregon OSHA Library Agreement form. Fax or mail the agreement to the library. You will be notified of your account information and PIN number. Please keep these numbers on hand in a secure location; they will help to process your request quickly and accurately.

The borrower ID number is assigned to an individual not to the company. Notify us if you have a change in contact information as soon as possible. If the contact person changes, we will need a new signed agreement from that person.

May I copy your videos and DVDs? No. The producers of these videos/DVDs are demonstrating a commitment to the public in allowing their products to be made available for loan. Failure to respect the copyright laws will result in immediate cancellation of borrowing privileges.

The AV Library includes many copyright-free materials, including materials produced through Oregon OSHA's ***Training and Education Grant Program***. Materials that may be duplicated are clearly noted in the **AV catalog**.

How many titles can I check out? Five at a time. Materials are loaned for a period of two weeks and must be returned to the library by the scheduled return date. You can return materials in person, by a traceable carrier, or insure for $500 per title. "Traceable carrier" includes UPS, FedEx, DHL and USPS Priority Mail with delivery confirmation. See borrower agreement for more information. State agencies that borrow from the library must use a traceable carrier to return materials or bring them back in person. Use of the state shuttle system is prohibited.

Is there a charge for this service? No, aside from the cost of return shipping, the service is free of charge.

I've signed up and I need some materials from the library. What do I do? You can order online or contact the AV Library, 503-947-7453. To ensure speed and accuracy, have your borrower account number and video/DVD request ready. If using the web site, you'll also need your PIN number.

Will using AV library videos/DVDs satisfy OR-OSHA training requirements for my organization? No. Just viewing a video/DVD does not satisfy Oregon OSHA training requirements in most cases. Library materials are intended to assist and supplement training by a qualified instructor. More information about training requirements specific to your industry or organization may be obtained from ***Be Trained***, Oregon OSHA publication #3311, or you can contact an Oregon OSHA technical specialist at 503-378-3272 or 800-922-2689.

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Library Agreement

1. **Duplication of copyrighted materials is strictly prohibited** in accordance with Title 17 of the United States Code of Federal Regulations. Unauthorized duplication of copyrighted materials will result in immediate cancellation of borrowing privileges.
2. **A borrower may check out up to five titles at a time.** Materials are loaned for a period of two weeks and must be returned to the library by the scheduled return date. Arrangements for loan extensions and other special scheduling may be possible by contacting the librarians. Three late returns will result in immediate suspension of borrowing privileges. Accounts may be suspended at any time for inappropriate use of resources.
3. **The borrower ID number is assigned to an individual**, not the company. Loan of library materials by the borrower is prohibited. Materials may not be loaned to other people not specifically included in the borrower's agreement. *(Examples of prohibited loans: consultant to client; corporate office to field office.)* All transactions must be made through the library.
4. **The borrower is responsible for loss of or damage to library materials** and agrees to pay full replacement costs for any item.
5. **The borrower is responsible for the cost of return shipping.** Library materials may be returned in person, by traceable carrier, or insured for $500 per title. Traceable carrier includes UPS, FedEx, DHL, and U.S. Postal Service Priority Mail with delivery confirmation. If a traceable carrier is used, no additional insurance is required. Neither "Book Rate" nor "Media Mail" meets the requirements for traceability or insurance. State agency borrowers must also follow return shipping policies. *Use of the state shuttle system is prohibited.*

Borrowers can pick up or return materials directly to the Resource Center in Salem. Materials cannot be returned to an Oregon OSHA field office or other facility.

Complete this agreement and return to Oregon OSHA to establish borrowing privileges. Please keep a copy of this agreement for your records.

I understand these rules and policies and agree to comply with them as a condition of my participation in borrowing materials from the Oregon OSHA Library.

Borrower number *(assigned by Oregon OSHA)*: _____

Print name: _____

Business name: _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

E-mail: _____

Signature: _____ Date: _____