



# Video Borrower Agreement

The Oregon OSHA Video Library is a collection of workplace safety and health DVDs available for loan to employers and workers in Oregon. You may check out up to five DVDs at a time. Materials must be returned within two weeks from the shipping date. You may request an extension by contacting the [Resource Library](#). Three late returns will result in immediate suspension of borrowing privileges.

You are responsible for the loss or damage of a DVD. The cost to replace a DVD can be upwards of \$500. You are responsible for the cost of return shipping. DVDs must be returned in person, by traceable carrier, or insured for \$500 per DVD. Traceable carrier includes UPS, FedEx, DHL and US Postal Service Priority Mail with delivery confirmation. State agency borrowers must also follow return shipping policies. Use of the state shuttle system is prohibited.

Our DVDs are intended to supplement training by a qualified instructor; viewing a DVD does not in itself satisfy Oregon OSHA training requirements.

Duplication of copyrighted materials is strictly prohibited. Unauthorized duplication of copyrighted materials will result in immediate cancellation of borrowing privileges.

The Oregon OSHA Resource Library will issue you a borrower number and personal identification number after you submit this form. Your borrower number is assigned to you as an individual, not the company. You may not lend borrowed library materials to other people.

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.

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete this agreement and attach to an email to [Oregon OSHA Resource Library](#).**