

ABAG PLAN Risk and Safety Video Library

ABAG PLAN has renewed its subscription the National Safety Resource Center video library for the continued benefit of our members. As an organization we have purchased 3 memberships allowing us to have up to 9 videos out at a time. According to our utilization history, this should be adequate to meet everyone's needs. There is no cost to users other than return shipping charges and any late or damaged video fees incurred.

VIDEO ORDERING INSTRUCTIONS

- Use the on-line catalog at <http://www.nrsc.com/index3.htm> to choose videos.
 - The library catalog is organized by topic.
 - The "Table of Contents" is on the left-hand side of the screen and lists each topic in alphabetical order.
 - Click on the topic of interest; the right-hand side of the screen will display the video titles available for that topic.
 - The videos are listed by name and number, with the approximate running time and a brief description of the video content.
 - Many of the videos have a yellow "Guaranteed Availability" emblem which indicates that those videos are always available for immediate use.

- To request videos, complete the ABAG PLAN Video Library Request Form and fax to ABAG PLAN, (916) 244-1199, ATTENTION: Chrystal White, phone (800) 541-4591, extension 1184). **Do not order directly from the NRSC or you will be charged for the rental fee.**
 - Fill in the form completely.
 - The rental period for ABAG PLAN members is **28 days**.
 - **Videos not returned on time will incur a \$15.00 per day penalty.**
 - Any charges incurred from extensions, penalties, or lost or damaged videos will be the sole responsibility of the member.
 - Videos are shipped by the NRSC via express delivery service.

BEFORE YOU USE THE VIDEO:

The NRSC suggests the following should be verified immediately after receiving requested videos:

- You received the video(s) you request – same title and number.
- Videos were not damaged during shipment.

If you received the wrong video or a damaged one, please call the NRSC library at (800) 468-4296 for assistance.

ABAG PLAN
Video Library Request Form
Fax Number (916) 244-1199

1. Video #: _____ Title: _____ Viewing Date: _____

2. Video #: _____ Title: _____ Viewing Date: _____

If the videos above are not available, please provide alternate videos below.

1. Video #: _____ Title: _____ Viewing Date: _____

2. Video #: _____ Title: _____ Viewing Date: _____

RUSH!
Ship Next Day Air (Extra Charges Will Apply)

Authorization Signature for Rush Request

Shipping Information:

Entity Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext.: _____ Fax: _____
(Including Area Code) (Including Area Code)

Name: _____ Title: _____ Date: _____

E-mail: _____ Website: _____

Bill To: (In the event of extra shipping charges, penalties, or lost videos)

Note: If shipping address information is the same as above, write "Same" for the entity name.

Entity Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Ext.: _____ Fax: _____
Including Area Code Including Area Code

Name: _____ Title: _____ Date: _____

E-mail: _____ Website: _____

Should the entity listed above incur any charges due to lost or stolen videos or the late return of videos, it is understood the entity will accept full responsibility for these charges.

Authorized Signature _____

For ABAG PLAN Use only

Processed by: _____ Date: _____ Date/time confirmation sent: _____