

ABAG PLAN

VIDEO LIBRARY

VIDEO ORDERING INSTRUCTIONS

INTRODUCTION:

ABAG PLAN is a member of the National Resource Safety Center (NRSC) and is entitled to use the video lending library at no cost other than shipping charges and any late fees incurred.

ORDERING PROCESS:

- Use the on-line catalog at <http://www.nrsc.com/video.html> 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) 491-4023, attention Christa Morris. **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 entity.
 - 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.

RETURNING VIDEOS:

- Videos are to be returned before the due date.
- Videos are to be shipped directly to the NRSC via an express delivery service that will provide shipment tracking.
- Each video must be insured for its full value. Entities not insuring videos for their full value will be responsible for any loss or damage to the videos during return shipment.

EXTENDED USE FEES:

- Rental periods can be extended by the user for a fee of \$29.00 per week by contacting the NRSC directly at (800) 468-4296.
- Member entities are responsible for extended use fees.
- Remember, overdue video charges will be the responsibility of the member entity. The overdue penalty is \$15.00 per day.

PLEASE NOTE:

- The entities are liable for lost or damaged materials. Damage to videos will be charged for repairs at the rate of \$60.00 per hour with a one hour minimum. The entity will be liable for the full replacement cost of videos in the event of loss or severe damage.
- If you have questions concerning the video library, please contact Cathy Morris at (916) 244-1126.
- The ABAG PLAN video library service is administered by Bickmore Risk Services.