



RE: Safety Video Lending Library

Tribal First would like to offer you access to the National Resource Safety Center Video Lending Library. As a member, we are able to provide our clients with full access to the library's safety video inventory. You can also access their web site, www.nrsc.com and download safety posters as well as other safety information.

I have enclosed a book of video topics for you to choose from as well as the video order form.

How to use the video library:

Selecting A Video

After reviewing the categories, turn to the appropriate page for the section you are interested in. Make your selections and choose alternatives just in case all the copies of the videos selected are out on loan during the period needed.

Complete the enclosed request form and make sure to include:

Company Name

Date video(s) need to be at your facility. Be sure to request that your videos arrive one (1) to two (2) days prior to your meeting date to allow for necessary previewing time.

Location of where the videos are to be sent. You may select up to two (2) different videos at one time.

Reservations may be made up to sixty (60) days in advance. This information must include:

1. Recipient's first and last name.
2. Recipient's company name.
3. Physical address of where the videos are to be sent. **Please note: Videos can not be sent to P.O. Boxes. They must be sent to a physical address where there is someone available to sign for their receipt.**
4. Phone number of the recipient.

Once you have received the videos, please preview them to verify that they are correct. If you receive the wrong video or it is damaged, please call me immediately at (858) 505-4071.

Late Charges

The videos in the library catalog are available for fourteen (14) days or twenty-eight (28) days as indicated in the video catalog book. In order for the library to operate efficiently for all members, a late charge of **\$15.00 per day** will be assessed, per video borrowed up to the maximum charge of twice the full replacement cost. This fee helps ensure that the videos are returned on time and are able to be shipped to the next user as scheduled. To avoid any late charges, the library user should check with their delivery service to determine the time necessary to ship the videos so that they will arrive on or before the due date.

Returning Shipments

Library users are requested to return the videos via an express delivery service that will provide proof of delivery upon request. They are also requested to use a delivery service that will provide full insurance for the value of the shipment.

Tribal First hopes that the National Resource Safety Center Video Lending Library will become a valuable tool for your safety and loss control needs. Please call me at (858) 505-4071 if you have any questions, or if I can assist you in any way.

Sincerely,

Olivia Shorrock
Tribal First