

# Safety Video Checkout Policies

## Checkout Information

- Videos may be checked out to AGC Oregon-Columbia Chapter members for 10 working days.
- Two videos are allowed per member per ten working days.
- AGC will not release additional videos to a member company that has outstanding videos in their possession.
- **A penalty of \$2.00 per day will be charged for late returns.**

## Shipping

- Members are financially responsible for any materials that are damaged/lost while in their possession, and **will be charged up to \$300 per videotape for replacement.**
- All videotapes must be returned by traceable means. This includes registered or certified US Mail, UPS, or Federal Express.
- Place videotapes correctly in their proper case – tapes can be easily damaged if forced into cases backwards or upside-down. Please pack correctly to eliminate damage during shipping.
- Borrowers agree to pay for return shipping.

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Video Number	Title	Ship/Pick up Date	Due Date

**I have read and understand the AGC Safety Video Library Policies as outlined above. I understand that failure to return the tape(s) in good working order by the return date indicated will result in an invoice from AGC for the total replacement cost (up to \$300) for each video and materials associated with them, if any. I also understand that I will incur a penalty of \$2.00 per day for late returns.**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

AGC Use Only
Certified Mail Number: _____
Entry Date: _____
Called: _____
Date Returned: _____

AGC Safety & Loss Control Use Only
LCC: _____
Check out date: _____
Estimated Return date: _____