

BORROWING INFORMATION FOR NEIGHBOR ISLAND RESIDENTS

HOW TO RESERVE: You will need to complete and sign the **HIOSH Library Borrowing Agreement**, keep a copy, and mail the original to the Library.

AV requests can be made by telephone or fax.

Neighbor Islands (toll-free voice access numbers).

Kauai: 274-3141, ext. 6-9131#

Maui: 984-2400, ext. 6-9131#

Hawaii: 974-4000, ext. 6-9131#

Molokai/Lanai: 1-800-468-4644, ext. 6-9131#

Requests can also be faxed to (808) 586-9104 or mailed to:

Librarian

Hawaii of Occupational Safety and Health Division

830 Punchbowl Street, Room 425

Honolulu, Hawaii 96813

To facilitate prompt processing of your request, please use the format of the **AV Materials Request Form**. Indicate specific show date(s) -- generally not to exceed three working days. Include alternative show dates if the showing date is flexible. When acceptable, alternate titles should be given.

REMINDERS

Please make your reservations as far in advance to allow enough time for mailing and for your showing.

Please return your programs with sufficient time to meet the due date indicated.

Please cancel your reservations if plans change so that the programs can be available for others.

AV LOAN PERIOD: Materials may be borrowed for three working days, not including time for mailing, and should be returned on the agreed due date. Arrangements can be made for a longer period of time dependent on the circumstances.

MAILING: AV materials are sent by PRIORITY MAIL and are mailed approximately 3 days prior to the show date specified. There are, however, occasional inconsistencies in postal service and programs may not arrive as scheduled.

HOW TO RETURN: Neighbor island residents are requested to pay for return shipping and to use a traceable form of mailing to return programs (e.g. United Parcel Service, Federal Express, United States Postal Service – Registered or Express Mail). Before returning the programs, please be sure the right videocassette or DVD is in the right container and accompanying printed materials are accounted for.

Please help us improve our audio-visual loan service by completely filling out the "Audio-visual Program Loan Record" card.