

Department of Labor & Industries  
 Safety & Health Video Library  
 PO Box 44607, Olympia, WA 98504-4607

**Phone: 1-800-574-9881**  
**FAX (360) 902-5675**

## RESERVATION FORM

### Safety & Health Video Library

- The earlier you request, the more likely you are to get your reservations.
- Plan early for seasonal topics. You can book up to 6 months in advance.
- Processing your video request **requires advance notice by 3:00 PM at least 8 calendar days prior** to your show date.

|                                                       |                                                                                                                     |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Borrower ID Number                                    | Name                                                                                                                |
| Phone Number<br><input type="checkbox"/> New number ? | Business Name                                                                                                       |
| Fax Number                                            | Street Address, City & Zipcode ( <i>must be Washington state address</i> )<br><input type="checkbox"/> New address? |

Format Preference:  VHS only  DVD only  **Both, my preference is**  VHS  DVD  
**Not every title is available in DVD.** Before ordering, search online for DVD titles, at <http://videos.lni.wa.gov>

| Video ID Number | List desired show date and alternate date | If not available on desired dates, then as soon as I can get it. | Any other info, e.g. Is it OK to switch videos requested, just so 1 video per date is reserved?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | (Library Use Only)<br><b>Confirmed Show Date</b> |
|-----------------|-------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| V               |                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No         |                                                                                                                                                             |                                                  |
| V               |                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No         |                                                                                                                                                             |                                                  |
| V               |                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No         |                                                                                                                                                             |                                                  |
| V               |                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No         |                                                                                                                                                             |                                                  |
| V               |                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No         |                                                                                                                                                             |                                                  |

**List alternate video choices below.**

|   |  |                                                          |  |  |
|---|--|----------------------------------------------------------|--|--|
| V |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |
| V |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |
| V |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |
| V |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |

LIBRARY RESPONSE CODES:

**N/A** - Not available for dates listed  
**F/S** - Limited to 5 videos per show date  
**W/D** - Withdrawn from collection  
**N/B** - Can only book six months in advance