



# The Associated General Contractors of New Hampshire, Inc.

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## AGC of NH's Video Safety Library Rules

AGC of NH encourages members to use the Video Safety Library whenever they need or want. However, in order to maintain a library that's usable for all, there are a few rules to follow when borrowing a video.

### Rules:

- Videos may be mailed, but you will incur the shipping charges, and are responsible for returning the video to the AGC of NH office either by return shipment or in person.
- All videos/DVDs are lent for no longer than one week (7 days). For videos/DVDs received by mail, the rental time will begin two days from the postmarked dates.
- No more than 5 videos/DVDs will be allowed out at one time.
- All videos/DVDs must be returned in good condition and rewound (VHS).
- Videos/DVDs mailed out and mailed back to us must be postmarked no later than 9 days from the day checked out. Failure to return videos/DVDs on time will result in a \$5 per day late charge, up to two weeks, after which your firm will be charged as outlined below.
- If videos/DVDs are lost, destroyed, or not returned within two weeks of the due date, you will be charged the full replacement cost of the video/DVD, plus two weeks' late charge. **Please note:** *many of the videos/DVDs in the Video Library carry a high replacement cost, which is the price quoted in the AGC publication catalogue.*
- Any company invoiced for a video/DVD will not be allowed to borrow more if videos are 30 days or more outstanding.
- Videos/DVDs are to be checked out and in by an AGC of NH staff member, and shall be countersigned when checking out on the sign-out sheet. A sheet for you to sign will be faxed to your office before videos/DVDs are sent by mail.