



## **Workforce Development Training Videos**

The California State Library maintains a collection of videos to supplement state agency training programs.

### **Who Can Borrow Training Videos?**

California State government employees with a California State Library Borrower Card and a signed Video Agreement on file. See our Workforce Development web page for the Borrower Card and Video Agreement forms: <http://www.library.ca.gov/statetraining/workforce.html>

### **Which Training Videos Do You Have at the State Library?**

A list of the training videos is available on the Workforce Development webpage: <http://www.library.ca.gov/statetraining/workforce.html>

### **How Can I Request Training Videos?**

Video reservation requests can be placed via email to: [cslinfo@library.ca.gov](mailto:cslinfo@library.ca.gov). Video loans can be scheduled up to six months in advance. Please give us a minimum of 24 hours' notice. For best success at obtaining the videos you need, we recommend that you place your request at least 2 weeks before your training date and plan to pickup or receive the videos a day before your training date.

### **What Information Do I Include in My Request?**

Your name; work address, email and telephone number; video titles; date you need the videos. If a video is available in VHS and DVD, please specify your format preference.

### **How Do I Receive the Videos?**

If you work or live in the Sacramento area, you can pickup the videos in person or send a messenger to the California State Library building at 914 Capitol Mall, Room 301 between the hours of 9:30 a.m. to 4:00 p.m. Monday through Friday. Our staff will call you or send you an email message when the videos are available for pickup.

If you work outside of the Sacramento area we can mail the videos to your work address.

### **How Long Can I Keep the Videos?**

Training videos are loaned for 7 days (1 week). Please contact the library if you need a longer loan. We will do our best to accommodate, but previously scheduled requests for the same title may limit meeting your needs.

### **How Many Videos Can I Borrow at a Time?**

5 titles.

### **How Do I Return the Videos?**

For your protection, we request that you return the videos to the library in person or by an insured, traceable service. Borrowers are responsible for lost, damaged or stolen videos. Training videos are expensive. We charge a replacement fee of three times the value.

### **Who Do I Contact If I Have Questions about the Training Videos?**

You can email questions to: [cslinfo@library.ca.gov](mailto:cslinfo@library.ca.gov).