

California State Library
914 Capitol Mall, Room 301
Sacramento, CA 95814
cslinfo@library.ca.gov

Employee Training Video Loan Policy

Find a list of our videos at: <http://www.library.ca.gov/statetraining/workforce.html>

To borrow training videos from the State Library, state employees will need to:

- Have a library card. To obtain a library card go to <https://www.library.ca.gov/about/card/default.aspx>
Or visit us in person at the above address.
- Give our staff sufficient time to book a video (preferably 3 days in advance). Reservations may be made by or emailing cslinfo@library.ca.gov or calling 916-654-0261, menu option 1.
- Pick up and return videos in person on the agreed-upon date. If you cannot pick up a video on time, your borrowing period may be shorter, and if you cannot return it on time, the next person who needs it may be disappointed.
- Reserve videos for a maximum of one week. If no one else is waiting for them, you may renew by emailing cslinfo@library.ca.gov or calling 916-654-0261, menu option 1.
- Borrow no more than 5 videos at one time.
- Be personally responsible for videos and return them in good condition.
- With advance notice, arrangements may be made for state employees who are out of the Sacramento area to borrow videos. We will send them by traceable carrier such as UPS or FedEx and they must be returned to us in the same way. U.S. Priority Mail is not a traceable carrier.
- Please do not duplicate, transfer to other media, distribute via broadcast or closed-circuit television, or charge admission/viewing fee. All video programs are protected by copyright law. Permission to duplicate or for television distribution must be secured from the copyright holder.

I agree to the above conditions for borrowing videos/DVDs from the State Library.

SIGNATURE

PRINT NAME

STATE AGENCY NAME AND ADDRESS

DATE