

## BORROWING INFORMATION FOR OAHU RESIDENTS

- LOCATION: Reference Library  
Hawaii Occupational Safety and Health Division (HIOSH)  
830 Punchbowl Street, Room 425  
Honolulu, Hawaii 96813
- TELEPHONE: (808) 586-9131  
FAX: (808) 586-9104  
WEBSITE: <http://hawaii.gov/labor/>
- HOURS: Monday through Friday 7:45 a.m.-3:45 p.m. except on State holidays.  
Programs can be returned until 4:30 p.m. in Room 425.
- HOW TO BORROW: You will need to complete and sign the **HIOSH Library Borrowing Agreement**, keep a copy and mail the original to the Library.  
Reservations can be made in person, by mail, fax or telephone. You can also use the format of the **AV Materials Request Form**. If available, videos can be borrowed without prior reservation. For those users who wish to schedule certain programs for specific show dates, reservations are recommended.
- 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 and should be returned on the agreed due date. Arrangements can be made for a longer period of time dependent on the circumstances.
- PICK UP & RETURN: Borrowers are asked to pick up and return materials at the HIOSH Library.
- 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.