



## Tool Lending Library Policy Acknowledgement

### Purpose

The Tool Lending Library (TTL) at the County of San Luis Obispo Public Library-Shandon, will provide patrons with useful tools that will cultivate creativity, facilitate DIY solutions, and support occupational pursuits, while helping to reduce, reuse, and recycle for planet sustainability. Please review the guidelines set forth. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment, and materials provided within.

### Acknowledgement

Initials required for each numbered item:

1. \_\_\_ Prior to borrowing tools, Patrons must (a) verify identity with library card; (b) initial and sign Tool Lending Library Policy Acknowledgment; (c) sign liability waiver and indemnification form.
2. \_\_\_ All tools and equipment lent by the TTL are the property of the County of San Luis Obispo Public Library. Only the borrower is authorized to use the tools. The borrower shall not permit the use of said tools to any other person.
3. \_\_\_ The borrower acknowledges that they are capable of using the tool in a safe and proper manner. Eye and hearing protection should be worn when operating power tools. Library staff are unable to provide assistance with using the tools.
4. \_\_\_ The borrower agrees that the County of San Luis Obispo Public Library and the County of San Luis Obispo are not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools nor are they responsible for any liability, damages or expense resulting from misuse of the tool(s).
5. \_\_\_ The borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, the borrower will immediately discontinue use of the tool and return it to the Shandon Library, reporting any issues/concerns about the condition of the tool.
6. \_\_\_ Tools must be returned in-person, to Shandon Library, to a staff member. Do not return in the book drop.
7. \_\_\_ Tools can be borrowed for 7 days. Tools cannot be renewed nor be placed on hold. Six (6) unique tools can be checked out at one time.
8. \_\_\_ Repeated failure to return tools on time may result in revocation of borrowing privileges. The County of SLO Public Library reserves the right to limit the number of tools borrowed and to alter the loan period.
9. \_\_\_ When tools are not returned by the designated due date, the County of San Luis Obispo Public Library will issue an overdue notice. If the tools are not returned by the date identified in the notice, Borrower will be charged replacement cost for each item not returned. Failure to pay the replacement costs will result in appropriate action to recover the cost of each unreturned tool, including utilizing a collection agency.
10. \_\_\_ If the item is returned damaged, a damage fee will be charged.
11. \_\_\_ The library reserves the right to refuse service to patrons who abuse the equipment or who are repeatedly late in returning tools/devices.
12. \_\_\_ All tools and equipment are to be returned in the same (or better) condition as when borrowed, barring normal wear and tear. All tools and equipment must be returned clean.

Participant Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_