



The Vancouver Tool Library RULES & BORROWING POLIES

1. Members must be 18 years of age or older to borrow tools from The Vancouver Tool Library Cooperative ("Library").
2. Only Members are authorized to use Library tools. Members shall not permit the use of Library items by any non-member.
3. The tools in our collection may not be used for any trade, business, rental, or commercial purposes.
4. Prior to borrowing tools, all Members must read and sign the Vancouver Tool Library Waiver and Indemnification Form and read, sign, and complete the Membership Form (verifying that they have read and will abide by both the Rules and Borrowing Policy, and the Cooperative Agreement).
5. Prior to borrowing tools with a cumulative value of over \$100, all Members must provide a valid credit card number. By signing the Membership Form, the Member hereby authorizes the Library to charge full amount for loss or damage of these tools to the credit card number provided, and certifies that the credit card information provided is true and correct as of the date given and will remain true and correct throughout the term of this Agreement. The Member agrees to promptly update the information in the event that it changes.
6. Tools may be borrowed for a period of five days. All tools borrowed are to be returned to the Library by close of business on their due date. Tools may only be returned during the Library's open hours.
7. If a tool is returned late, the Member will be responsible for a late fee of \$2 per tool per day for power tools and \$1 per tool per day for hand tools. Late fees are capped at the full replacement cost of the tool plus a \$5 administrative fee per tool. Late fees are subject to change.
8. The Library may replace severely delinquent tools, holding the Member responsible for the full replacement cost plus a \$5 administrative fee. Fines must be paid in full before borrowing additional items.
9. The Library reserves the right to use appropriate steps to retrieve delinquent tools or unpaid fines and fees, including the use of a collection agency and/or legal action and assess the delinquent Member with the cost of any such action. The Library also reserves the right to forgive fees due to special circumstances.

10. Members may put in-stock items on hold, by phone or in person, on the same day of checkout. Failure to pick up a tool before shop closing time will result in a \$5 fee charged to the member's account. Holds will not be administered via email or the Library website. The Tool Library reserves the right to make an exception to this policy for large, community events. No exceptions will be made for individual lending.
11. Borrowed tools may be renewed once, either in person or over the phone, as long as there is at least one of the same tool available in the shop at the time the renewal is requested (ie: to renew a table saw there must be at least one other table saw available). Members can also not have any late fees when they renew. Renewals can only be made over the phone (during shop hours only) or in person.
12. Members may only check out a tool twice in a row.
13. The Member agrees that the Library is not responsible for any manufacturing, material, or quality of workmanship defects of borrowed tools.
14. Library staff are available to assist in explaining operation of tools. However, by taking possession of any item, the Member is certifying that he or she is capable of using that item in a safe and proper manner.
15. The Member agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool and notify the Library of the issue on return, if not earlier.
16. All tools are to be returned in the same condition as they were issued, barring normal wear and tear. All tools must be returned clean. The Member agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
17. The Library reserves the right to refuse the loan of any item at its discretion.
18. The Library reserves the right to alter the tool policy at any point.