



## **Tool Library Lending Policy**

The Valley of the Tetons Tool Library is a free tool lending program designed to empower library patrons through repair and maintenance. The free tool lending concept is identical to that of a book lending library, but instead of books, we lend tools!

1. Patrons must be aged 18 or over and have a valid Valley of the Tetons Library (VTL) card in good standing, i.e. library card is not blocked due to unpaid charges or lost material.. All patrons will be asked to present their VTL library card and additional form of ID to borrow tools.
2. Patrons must complete and sign a tool lending agreement.
3. Check Out and Renewals:
  - Items in the tool library are loaned for up to one week/7 days.
  - Tools are loaned on a first-come, first-serve basis. Holds can be placed on available items and will be held for up to 2 full business days.
  - Only the borrowing patron is authorized to use the checked out tool and shall not permit the use of tools checked out to them by any other person.
  - All tools may be renewed once depending on availability and demand.
  - VTL reserves the right to limit the number of tools borrowed.
  - VTL reserves the right to refuse or limit renewals and will do so based on demand. VTL retains the right to refuse the loan of any tool for failure to comply with any of the policies, or for falsification of any information.
4. Returns:
  - Failure to return the tools by the due date will incur late fees of \$5 per day up to the value of the item.
  - Tools must be returned to library staff during public hours and cannot be dropped off during closed hours. If tools are dropped off while the library is closed or are put through the drop box, the patron will be charged the full replacement cost of the item.
  - If fees are incurred, borrowing privileges will be suspended until all fees are paid in full.
  - Tools must be returned clean and cords coiled.
5. Damage:
  - If any borrowed tool becomes unsafe or in a state of disrepair, the patron must immediately discontinue use of the tool and notify VTL staff of the issues upon return, if not earlier.

- Patrons are responsible for lost/stolen/broken and damaged tools – reasonable wear and tear expected. If tools are lost/stolen/broken or damaged, the patron is responsible for (a) notifying the police if stolen and reporting to VTL staff and/or (b) the cost of replacement/cost of repair of lost/stolen/broken/damaged tools.
- VTL is not liable for any property damage caused by the use of the tools and equipment including any damage caused by loading and unloading tools and equipment from the patron's vehicle.

VTL TOOL LENDING AGREEMENT

(Sample. Physical copy must be filled out and signed at the Victor branch)

Only the borrowing patron is authorized to use the checked out tool and shall not permit the use of tools checked out to them by any other person.

I \_\_\_\_\_ (print) state that I am capable and experienced in using the tools I am borrowing and that I will use the tools I am borrowing in a proper manner.

I \_\_\_\_\_ (print) waive any and all claims against Valley of the Tetons Library (VTL), its officers and employees for any injury of any nature that I may suffer or incur in the use of the tools that I am borrowing.

I \_\_\_\_\_ (print) hereby for myself agree to release and indemnify and hold harmless VTL from any and all liability loss damage and actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way for the use of tools I am borrowing from VTL. I am aware that VTL and its employees claim no expertise and make no representation concerning the fitness of any tool for any particular use.

I have read and understand the VTL tool library lending policy. I affirm the above is true and assume all responsibility for the tools loaned to me from Valley of the Tetons Library.

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Signature

Date \_\_\_/\_\_\_/\_\_\_

Print Name \_\_\_\_\_

Patron Number \_\_\_\_\_