



County of San Luis Obispo Public Libraries Tool Lending Library Use Policy

In keeping with our Mission: Connecting the community to knowledge, culture and creativity through exceptional service, County of SLO Public Libraries strives to offer innovative services such as the equipment found in the Tool Lending Library. The Tool Lending Library 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.

This policy establishes how and under what circumstances the public may use the Tool Lending Library.

Tool Lending Library Policy

- One must be an adult cardholder (18+age) in good standing, to borrow tools.
- Borrowers must sign the *Liability Waiver and Indemnification Form and Policy Acknowledgement Form*.
- Tools must be returned in-person to the Shandon Library. Return the tools to a staff member. Do not return in the book drop.
- The borrower acknowledges that they are capable of using the tool in a safe and proper manner and that eye and hearing protection must be worn while operating power tools. Library staff are unable to provide assistance with using the tools.
- Tools can be borrowed for three weeks. Tools cannot be renewed nor placed on hold. Six (6) unique tools can be checked out at one time.
- All tools and equipment lent by the TLL 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.
- 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/device, connection of the device to other electronic devices, or data loss from use of the device.
- 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.
- Repeated failure to return tools on time may result in revocation of borrowing privileges. The County of San Luis Obispo Public Library reserves the right to limit the number of tools borrowed and to alter the maximum loan period.
- 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.
- If the item is returned damaged, a damage fee will be charged.
- The library reserves the right to refuse service to patrons who abuse the equipment or who are repeatedly late in returning tools/devices.
- 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.