

## Edmonton Tool Library Society Policy Manual

<b>Policy Type: Operations</b>	<b>Policy Number: O-05</b>
<b>Name of Policy: Rules and Borrowing Policy</b>	<b>Revision Date:</b> <b>Creation Date: June 11, 2019</b>

### Purpose

1. To ensure the Edmonton Tool Library Society (ETL) loans tools to its members in a consistent, transparent, and fair manner.
2. To ensure ETL members understand what is expected of them when borrowing tools from the library.

### Policy

1. Only Members of the Tool Library are authorized to use ETL tools.
2. Members shall not permit the use of ETL tools by any non-member.
3. The tools in the ETL's collection may not be used for any trade, business, rental, or commercial purposes; exceptions may be given to small businesses at the discretion of the Tool Library.
4. Prior to borrowing tools, all Members must:
  - Read and sign the ETL Release of Liability, Waiver and Indemnification Agreement
  - Read, and sign the Edmonton Tool Library Society Rules
  - Read, and sign the Covid-19 Waiver Addition
  - Read the Borrowing Policy.
5. Prior to borrowing tools all Members must inspect the tools and accept that the tools were taken in good and serviceable condition.
6. By taking possession of any tool the Member is certifying that he or she is capable of using that item in a safe and proper manner.
7. The ETL reserves the right to refuse the loan of any item.
8. The ETL reserves the right to alter the Rules & Borrowing Policy at any time.
9. There are no refunds issued.

### Procedure

1. Loan Period
  - 1.1. Tools may be borrowed for a period of up to 14 (14) days, **with no renewal at this time.**
  - 1.2. All tools borrowed are to be returned to the ETL by close of business on their due date.
  - 1.3. Tools may only be returned during the ETL's open hours.
  - 1.4. Members will only be allowed to borrow up to 8 tools at one time.
  - 1.5. When we are accepting renewals, borrowed tools may be renewed once, either by email, phone, or in person, as long as another member has not reserved the tool or the item is not in high demand.
2. Overdue Tools

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- 2.1. If a tool is returned late, the Member will be responsible for a late fee of \$5 per tool per week. Late fees are capped at the full replacement cost of the tool plus a \$10 administrative fee per tool.
  - 2.2. Late fees are subject to change and can be waived at the discretion of the ETL.
  - 2.3. All late fees and fines must be paid in full before borrowing additional items.
3. Damaged and/or Delinquent Tools
  - 3.1. The ETL 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 such action.
  - 3.2. The ETL reserves the right to forgive fees at the discretion of the board.
  - 3.3. All tools are to be returned in the same condition as they were issued, not including normal wear and tear.
  - 3.4. All tools must be returned clean.
  - 3.5. The Member agrees to pay for the loss of or damage to any item and further agrees to accept the ETL's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This amount is not limited.