



## Tool Use Policy

1. Members must be age 18 or over to borrow tools from The NE Seattle Tool Library ("Library").
2. Prior to borrowing tools, all Members must (a) complete a Membership Application; (b) sign the Waiver and Indemnification Form; and (c) have their residence confirmed by a Tool Library volunteer or member of the staff. Becoming a member includes the completion of the Membership Application form and verification of the Member's identity. Verification of the Member's identity is accomplished by presenting a valid government-issued photo ID or, if unavailable, a second form of identification that includes a current address.
3. Library staff may be 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.
4. Only the Member is authorized to use Library tools. The Member shall not permit the use of items checked out to him or her by any other person unless by the express permission of the Library.
5. Members will not specifically be charged for borrowing any tool, but will be advised as to the suggested donation for the tools that they are borrowing.
6. All tool rentals are for one week, unless stated otherwise.
7. All tools borrowed are to be returned to the Library by close of business on their due date. Tools may be returned only during the Library's open hours as posted on our website ([neseattletoollibrary.org](http://neseattletoollibrary.org)).
8. If a tool is returned late, the Member will be responsible for late fees, as posted. Late fees are capped at the full replacement cost of the tool plus a \$5 administrative fee per tool. The Library may replace severely delinquent tools, holding the Member responsible for the full replacement cost plus a \$10 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 to 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 can request to be placed on a wait list for items currently checked out. Tool Library staff, volunteers, or automated response will notify members when the wait listed tool is available. Select tools may be reserved for future dates. These tools are labeled as such online. Tools may be reserved at the discretion of the Library for community events and service projects. All reservations must be confirmed by a Tool Library staff member or volunteer to be considered active.
11. Members may renew each tool twice if (a) the Member contacts the Library on or before the day that the tool is due, and (b) no other Member has requested the tool. The Library reserves the right to refuse or limit renewals and will do so based on demand. Select tools cannot be renewed and are labeled and posted as such.
12. The Member agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.
13. 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.
14. All tools are to be returned in the same (or better) 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 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.
15. The Library reserves the right to refuse the loan of any item at its discretion.
16. I affirm that the information that I have provided on the Membership Application is current, true, and correct. I understand that this information may be subject to verification.
17. I further state that I have read and fully understand the rules and regulations of the NE Seattle Tool Library, and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and /or legal action against me. I have read and signed a Waiver and Indemnification form, relinquishing any and all claims against the NE Seattle Tool Library and Sustainable NE Seattle.

**Please check the box and add your signature to the space provided on the Membership Form, acknowledging that you have read and agree to The NE Seattle Tool Library's Tool Use Policy.**