

Santa Rosa Tool Library

525 A Street #3

Santa Rosa, CA 95401

707-576-0590

fixit@borrowtools.org

Borrowing Rules

1. Only residents and people who work in Sonoma County, who are at least 18 years old, are eligible to borrow tools from the Santa Rosa Tool Library (SRTL).
2. Borrowers must register with SRTL prior to borrowing tools. Registration includes the completion of an application form and verification of the borrower's identity and Sonoma County residency. Verification is accomplished by presenting a valid photo ID and recent mail with the same address. Additionally, the borrower must sign a form of *Borrower's Agreement* to be provided by the Library.
3. SRTL staff is available to assist in explaining the operation of tools, and will make available upon request explanatory materials such as manuals. However, by taking possession of any item, the borrower is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the borrower is authorized to use SRTL tools. The borrower shall not permit the use of items checked out to them by any other person unless by the express permission of the SRTL.
5. The borrower agrees that the Santa Rosa Tool Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools. The Library reserves the right to limit number of tools borrowed and to alter the maximum loan period.
6. The Borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, they will immediately discontinue use of the tool and notify SRTL of the issue on return, if not earlier.
7. Tools may only be returned during SRTL open hours.
8. If the borrower wishes to renew the tool, he or she may do so before, or on the due date by contacting the Tool Lending Library in person, or over the phone, during opened hours. If there is no one waiting to borrow the item, it may be borrowed for an additional loan period. Up to 2 consecutive renewals may be made, dependent upon the reserve status of the item. A 3rd renewal must be made in person. The library reserves the right to refuse or limit renewals, and will do so based on demand.

9. If the borrower wishes to reserve or place a hold request on a tool he or she may do so, by contacting the Tool Library in person, or over the phone, during opened hours. . If a tool is available, the tool will be set aside to be borrowed within 3 days. If a tool is not immediately available for loan, the borrower may make a reserve request to have the tool when it becomes available. The tool will be set aside to be borrowed within 3 days. Reserve and hold requests will be handled in the order received. If the borrower fails to come for the tool as agreed, the Library may lend the tool to another borrower.

10. All items are first come, first serve.

11. Items are to be returned in the same condition as they were issued, normal wear and tear excepted. All items must be returned clean. The borrower agrees to pay for the loss of or damage to any item and further agrees to accept SRTL staff's assessment of condition of items and to further agree to SRTL staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or in total. This restitution amount could equal replacement cost of the item plus handling and processing fees.

12. Loan Periods and Overdue Fees:

	Loan Period	Overdue Fees
Most Tools	7 days	\$2.00 a day
High Demand Tools (These tools are in bold text on our lists of tools.)	4 days	\$5:00 a day

13. SRTL retains the right to refuse the loan of any item to any person for any reason whatsoever.