

Santa Rosa Tool Library

642 5th Street

Santa Rosa, CA 95404

707-576-0590

fixit@borrowtools.org

Borrowing Rules

1. Only residents or 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 government-issued ID with photo and a utility bill, mortgage statement, or lease agreement displaying a Sonoma County address. Additionally, the borrower must sign a form of WAIVER AND INDEMNIFICATION (the "Borrowing Agreement") to be provided by the Library.
3. 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.
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. Late fines will be levied for each item kept past the loan period in the amounts specified in the SEPTL Fine Schedule. Tools returned before or after SRTLs open hours will incur a \$25.00 fine per tool.
8. If the borrower wishes to renew the tool, you 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 including the date requested. 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 including the day you are notified that your tool is available. 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. When tools are not returned by the designated due date, the SRTL will issue an overdue notice by phone call, email, or letter. If the tools are not returned after the notice has been sent, appropriate steps will be taken to retrieve them, including the use of a collection agency and/or legal action. SRTL may replace severely delinquent tools, holding borrower responsible for full replacement cost plus applicable handling fees. Fines must be paid in full before borrowing additional items.

13. Loan Periods and Overdue Fees:

	Loan Period	Overdue Fees
Most Tools	7 days	\$1.00 a day
High Demand Tools (These tools are in bold text on our lists of tools.)	4 days	\$2:00 a day

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