

CHATTANOOGA PUBLIC LIBRARY: TOOL USE POLICY

- (1) You must be age 18 or over to borrow tools from the Chattanooga Public Library (the “Library”). Tools must be checked out on an adult card.
- (2) Prior to borrowing tools, you must (a) have a Chattanooga Library Card in good standing (b) sign the Liability Waiver (c) sign this Tool Use Policy
- (3) Library staff is available to assist in explaining basic operation of tools. However, by taking possession of any item, you are certifying that you are capable of using that item in a safe and proper manner and agree to only use the item for its intended use.
- (4) Only you are authorized to use the borrowed tools. You shall not permit the use of items checked out by any other person.
- (5) You are responsible for providing any “accessories” necessary. For example, the Library will not routinely supply sandpaper for sanders or screws with drills etc. We will do our best to have a variety of drill bits, router bits, etc. available and keep sharp blades in the saws. We kindly request if you put a lot of wear on an item such as a bit or a blade you consider replacing it or making a small monetary donation so we can keep the tools available for all members of the Library.
- (6) All tools borrowed are to be returned to the Library by close of business on their due date.
- (7) All items checked out are the sole responsibility of the borrower. 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 assess you with the cost of any such action.
- (8) If a tool is returned late, you will be responsible for a late fee. This late fee will be \$1-5 per day depending on the tool for every day the Library is open until the tool is returned. Late fees are capped at the full replacement cost of the tool plus a \$10 per tool processing fee. The Library may replace severely delinquent tools after attempts to notify you have failed, holding you responsible for the full replacement cost plus a \$10 processing fee. Fines must be paid in full before borrowing additional items.
- (9) The loan period for each tool is for seven (7) days. Only 3 tools may be checked out at any one time. Tools must be checked out and returned at the Main Library’s Reference Department. Tools cannot be returned in the Main Library’s bookdrop.
- (10) All tools will be borrowed on a first come, first-served basis. The Library reserves the right to make some tools unavailable on certain dates in order to support large community events.
- (11) You agree that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.
- (12) You must notify library if tool is in need of repair. Tools must be returned in the same or better condition as when checked out, barring normal wear and tear. Tools must be returned clean. Returning damaged tools may result in you being responsible for full replacement cost of the tool plus a \$10 processing fee.

I have read and understood the Tool Use Policy and agree to abide by it.

Signature:

Date:

Current Address:

Phone:

Email Address (if available):