



## Member's Agreement & Tool Use Policy

1. Every Member must be at least 18 years old to borrow tools from The Victoria Tool Library.
2. Before borrowing tools, every Member must:
  1. create a MyTurn account;
  2. sign the Liability Waiver Form;
  3. review and sign this tool use policy form; and
  4. have their identity verified by a Victoria Tool Library volunteer or member of the staff by presenting a government-issued photo ID.
3. Victoria Tool Library staff may assist in explaining how to operate tools but a Member confirms by taking possession of any tool that they are capable of using that tool safely and properly.
4. The Victoria Tool Library is not responsible for any defects in any borrowed tools.
5. Only Members may use Victoria Tool Library tools. Members will not allow a non-member to use any tool belonging to the Victoria Tool Library unless that Member receives the permission of the Victoria Tool Library to do so.
6. Members will not be charged for borrowing any tool.
7. All tools borrowed are to be returned to the Victoria Tool Library by close of business on the date that the tool is due to be returned. Tools may be returned during the Victoria Tool Library's open hours only (Saturdays from 10:00 a.m. to 2:00 p.m.).
8. If a tool is returned late, the Member will pay a late fee. MyTurn describes late fees for each tool. Late fees are generally \$1.00 per day for power tools and \$0.50 per day for hand tools. Late fees are capped at the full replacement cost of the tool plus an administrative fee of \$15.00 per tool.
9. The Victoria Tool Library may charge a Member to replace a tool, charging the Member for the full replacement cost plus an administrative fee of \$15.00, if that Member damages a tool or does not return a tool.
10. Members must pay any existing fines in full before borrowing additional tools.
11. The Victoria Tool Library reserves the right to take appropriate steps to retrieve damaged or unreturned tools or unpaid fines and fees. In such situations, the Victoria Tool Library reserves the right to revoke membership and take legal action. The Victoria Tool Library also reserves the right to forgive fees at its discretion.
12. Members may place reservations on tools that are already checked-out. All reservations must be confirmed by a Victoria Tool Library staff member or volunteer in order to be effective.

- 13. Members may renew a tool if no other Member has reserved that tool. Each tool has a maximum number of times that it can be renewed. The Victoria Tool Library reserves the right to refuse or limit renewals and may do so based on demand.
- 14. If a Member borrows a tool and learns that the tool has become unsafe or is in a state of disrepair, that Member must immediately discontinue use of the tool, return the tool to the Victoria Tool Library, and notify the Victoria Tool Library of the issue.
- 15. All tools are to be returned clean and in the same or better condition as they were when issued, excluding normal wear and tear. Members must pay for damage to, or for the loss of, any tool in their possession and accept the Victoria Tool Library's assessment of fair restitution for damage, dirtiness, delinquency, or loss of a tool in part or whole. A restitution amount may equal the full replacement cost of the tool plus a \$15.00 administrative fee.
- 16. The Victoria Tool Library reserves the right to refuse to loan any tool at its discretion.
- 17. Members must provide information to MyTurn that is current, true, and correct. This information may be subject to verification.

**I have read and fully understand the rules and regulations of the Victoria Tool Library as set out in this Member's Agreement and Tool Use Policy and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges, legal action against me, or both. I have also read and signed a Liability Waiver form relinquishing any and all claims against the Victoria Tool Library and associated bodies.**

\_\_\_\_\_  
(print name)

Dated:

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YY

Tool Library Use Only:	
Date:	____/____/____ DD MM YY
Volunteer Name:	_____
ID #1:	_____