

Tool Library Agreement

Community: [Your Community Name]

Effective Date: [Date]

Location: [Address or General Area]

1. Purpose

This agreement establishes the framework for our community tool library, where members share tools, equipment, and knowledge for the benefit of all participants.

2. Core Principles

- **Accessibility:** Tools are available to all community members
- **Stewardship:** Borrowers care for tools as if they were their own
- **Reciprocity:** Members contribute tools, time, or resources
- **Learning:** We share skills and knowledge alongside tools
- **Sustainability:** We repair, maintain, and extend the life of tools

3. Membership

Eligibility

- Open to all community members [age 18+]
- Agreement to these terms
- [Optional: Small annual fee of \$_____ or volunteer hours]

Member Responsibilities

- Return tools in clean, working condition

- Report damage immediately
- Respect borrowing periods
- Share knowledge about tool use when able
- [Optional: Contribute ____ hours annually to library maintenance]

4. Tool Collection

What We Share

- Hand tools (hammers, saws, screwdrivers, etc.)
- Power tools (drills, sanders, circular saws, etc.)
- Garden equipment (shovels, rakes, wheelbarrows, etc.)
- Specialized equipment (ladders, levels, measuring tools, etc.)
- [Add specific categories relevant to your community]

Tool Donations

- All donated tools become library property
- Donors receive acknowledgment [optional: tax receipt]
- Library coordinators assess condition and safety
- Tools may be declined, repaired, or retired as needed

5. Borrowing Guidelines

Check-Out Process

1. Check availability via [catalog system/sign-out sheet]
2. Inspect tool condition with coordinator
3. Sign borrowing log with contact information
4. Agree to return date (typically [3-7 days])
5. [Optional: Leave returnable deposit of \$____]

Return Process

1. Clean tool before returning
2. Return during designated hours: [specify times]
3. Check in with coordinator
4. Report any issues or damage
5. [Optional: Receive deposit back]

Borrowing Limits

- Maximum [3-5] tools per member at a time
- High-demand tools limited to [2-3] days
- Extensions possible if no waitlist

6. Care and Maintenance

Member Care

- Clean tools after use
- Store properly (dry, protected)
- Use tools only for intended purposes
- Return with original accessories/parts

Damage and Loss

- **Minor wear:** Expected and acceptable
- **Damage:** Report immediately; no penalty for honest reporting
- **Loss or severe damage:** Member responsible for replacement cost or equivalent
- [Optional: Community repair fund for shared costs]

Library Maintenance

- Regular inspection schedule: [monthly/quarterly]

- [Optional: Monthly "Tool Care Day" for community maintenance]
- Damaged tools tagged for repair or retirement
- Maintenance log kept for all tools

7. Organization and Governance

Coordination Team

- [2-5] volunteer coordinators
- Rotating 6-month terms [or other schedule]
- Responsibilities:
 - Maintain tool inventory
 - Manage check-out/returns
 - Organize maintenance days
 - Handle conflicts
 - Update community on library status

Decision-Making

- Major decisions (new rules, significant purchases) by [consensus/majority vote]
- Community meetings held [quarterly/annually]
- All members invited to participate
- [Optional: Use of Loomio or similar platform for online input]

Funding

- [Membership fees/donations/grant funding]
- Funds used for: repairs, new tools, storage, insurance
- Financial transparency: [monthly/quarterly reports]
- [Optional: Participatory budgeting for major purchases]

8. Space and Storage

Library Location

- [Physical address or description]
- [Storage solution: shed, garage, community center]
- Access: [Open hours or by-appointment system]

Storage Guidelines

- Tools organized by category
- Clear labeling system
- Inventory list posted/online
- Weather protection for sensitive items

9. Safety and Liability

Safety First

- Members use tools at their own risk
- Proper safety equipment recommended
- Power tools require demonstrated competence [or brief safety orientation]
- Children under [16/18] supervised by adults

Liability Waiver

By participating, members acknowledge:

- Use of tools carries inherent risks
- Members responsible for safe use
- Library and coordinators not liable for injuries
- [Recommended: Consult with lawyer for local requirements]

Insurance

- [If applicable: General liability insurance carried by host organization]
- Members encouraged to verify homeowner's/renter's insurance coverage

10. Conflict Resolution

Steps

1. **Direct conversation:** Members attempt to resolve issues directly
2. **Coordinator mediation:** If needed, involve a coordinator
3. **Community circle:** Bring persistent issues to community meeting
4. **Temporary measures:** In serious cases, membership may be suspended pending resolution

Grounds for Suspension

- Repeated late returns without communication
- Damage/loss without restitution
- Unsafe behavior
- Violation of community agreements

11. Amendments

- This agreement may be modified by [consensus/2/3 vote] of active members
- Proposed changes circulated [2 weeks] before decision
- Amendments recorded and dated
- All members notified of changes

12. Signatures

By signing, I agree to uphold this agreement and contribute to our shared tool library.

Member Name: _____

Signature: _____

Date: _____

Emergency Contact: _____

Email/Phone: _____

For Coordinator Use:

Member #: _____

Date Joined: _____

Deposit Paid: ☐ Yes ☐ No ☐ N/A

Orientation Complete: ☐ Yes ☐ No

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