

North Portland Tool Library

Borrowing Rules

1. Only residents or property owners of North Portland neighborhoods over the age of 18 are eligible to borrow tools from the North Portland Tool Library (NPTL). No more than 8 items may be borrowed at any one time.

2. Borrowers must register with NPTL prior to borrowing tools. Registration will be complete upon verification of the borrower's North Portland address. Verification is accomplished by presenting the following:

a. Valid Oregon identification card, and both of the following: utility bill in name of patron and second official correspondence identifying residency in North Portland.

3. All tools and equipment lent by the NPTL are the property of the North Portland Tool Library. Only the borrower is authorized to use the tools. The borrower shall not permit the use of said tools by any other person except by the express permission of the NPTL.

4. The borrower agrees that the North Portland Tool Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.

5. The Borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, the borrower will immediately discontinue use of the tool and return it to the NPTL.

6. Before borrowing any tool or piece of equipment, the borrower shall sign a form of **WAIVER AND INDEMNIFICATION** to be provided by the Library, which will be kept on file at the NPTL. The borrower acknowledges that he or she is capable of using the tool in a safe and proper manner, and that instruction in the proper use of tools is available from NPTL staff.

7. The loan period for tools is seven days, and may be renewed once depending upon the demand and type of tool. The borrower agrees to return any borrowed item on the due date before 10am, in the same condition, normal wear and tear excepted, as when it was borrowed. The borrower agrees to pay for the loss of or damage to any tool on loan to him or her. The borrower further understands that fines will be levied for each item kept past the due date and time. Repeated failure to return tools on time may result in revocation of borrowing privileges. The Tool Library reserves the right to limit the number of tools borrowed and to alter the maximum loan period.

8. If the borrower wishes to renew the loan of the tool, he or she may do so on the due date by contacting the Tool Library in person. Renewals must be done in person. If there is no one waiting to borrow the item, it may be borrowed for an additional loan period. The library reserves the right to refuse or limit renewals. Up to 2 consecutive renewals may be made, dependent upon the reserve status of the item.

9. If a tool is not immediately available for loan, the borrower may make a reserve request to have the tool when it becomes available. Reserve requests will be handled in the order

received. If a tool is available, the borrower may phone the NPTL and have the tool set aside to be borrowed later **THE SAME DAY**. If the borrower fails to come for the tool as agreed, the library may lend the tool to another borrower. No tool will be held beyond closing time and a reservation not claimed on that day, will be cancelled. Tools will not be reserved for a future date. Seasonal demands may affect reserve policies. The library retains the right to alter or suspend any of the above reserve policies and rules at any time.

10 When tools are not returned by the designated due date, the NPTL will issue an overdue notice. If the tools are not returned after the notice has been sent, appropriate steps will be taken to retrieve them, including by collection agency and/or legal action.

11. The Tool Lending Library retains the right to refuse the loan of any item for failure to comply with any of the above rules and regulations, or for falsification of any information.