

The Northfield Tool Lending Library

Borrowing Rules and Procedures

The Northfield Tool Lending Library (NTLL) is a community resource dedicated to building community and fostering sustainability by providing residents with tools and the power to use them. We loan a wide variety of tools to community members free of charge. The NTLL benefits Northfield residents by reducing the costs of maintaining and improving the places in which we live, work and play. The NTLL helps support diverse, livable neighborhoods and fosters community pride.

Registration with the Library is free to all residents of Northfield, Massachusetts, and there are no costs aside from minimal late fees or replacement charges for tools damaged or not returned. Please see the Borrowing Rules and Procedures printed below and the separate Registration Agreement for additional details about our lending program.

Location: Northfield Transfer Station Caldwell Rd, Northfield MA

Hours of operation: Saturdays, 9:00 AM to 12:00 PM.

Contact info: northfieldtoollibrary@gmail.com

Borrowing Rules and Procedures of the Northfield Tool Lending Library

1. Only residents of Northfield over the age of 18 are eligible to borrow tools from the NTLL.
2. Borrowers must identify themselves with a photo ID (i.e., driver's license) and verify their address with a current utility bill and a piece of mail addressed to them.
3. Borrowers must sign a Borrower's Agreement prior to borrowing tools. In addition, a Borrowing Receipt will be executed each time tools are borrowed, identifying Borrower, the tools borrowed, the date of borrowing and the return date.
4. All tools are available on a first come, first serve basis.
5. NTLL retains the right to refuse the loan of any item to any person for any reason whatsoever
6. NTLL staff are available to assist in explaining operation of tools and upon request will provide operating manuals and similar documents when available. However, 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.
7. All tools borrowed are to be returned to the Library between 9-10 a.m. on the due date Saturday. This applies to tools checked out during any of our open hours, including mid-week hours when available. Tools may only be returned during NTLL open hours. Tools may not be left with Transfer Station staff!
8. One renewal may be possible if arranged by coming to the Library at 9:00 AM on Saturday morning when return is due, prepared to return all items if renewal is not possible. The

Library reserves the right to refuse or limit renewals as required based on demand. Some tools may not be renewable due to high demand.

9. Items are to be returned in the same condition as they were issued, barring normal wear and tear. All items must be returned clean. The borrower agrees to pay for the loss of or damage to any item as reasonably determined by the Library's staff.
10. When tools are not returned by the designated due date, the NTLL will issue an overdue notice. Tools subject to an overdue notice shall be returned promptly to the Library.
11. Only the borrower is authorized to use NTLL tools. Borrowers shall not permit the use of items checked out to them by any other person unless by the express permission of the NTLL.
12. The borrower agrees that the NTLL is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.
13. The Borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he/she immediately will discontinue use of the tool and notify NTLL of the issue on return.
13. New tool patrons are limited to check-out of two tools, valued under \$200 each. This probationary period will end upon returning two tools on time, clean and in good condition. After probation, tool patrons will be allowed 8 tools (no more than 3 power tools) for each checkout.
