

Millvale Community Library  
Tool Lending Library Member Application

Eligibility:

- You must be 18 years of age or older
- You must hold a valid Allegheny County Library card
- You must bring your library card, driver's license/state ID, and a utility bill/lease agreement confirming your address
- Prior to borrowing tools, each member must: (1) complete this Member Application; (2) read and sign the Borrowing Policies and Conditions form; and (3) read and sign the Waiver and Indemnification form

*Please print clearly*

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

To be completed by MCL Staff

\_\_\_\_\_ 18 years of age or older

\_\_\_\_\_ Library card; card number: \_\_\_\_\_

\_\_\_\_\_ Driver's license/state ID

\_\_\_\_\_ Address confirmation

Millvale Community Library  
Tool Lending Library

Borrowing Policies and Conditions

1. **Prior to borrowing tools from the Tool Lending Library:** each member must complete the Member Application, read and sign this Borrowing Policies and Conditions form, and read and sign the Waiver and Indemnification form
2. All members must be 18 years of age or older, have a valid Allegheny County Library Association card, a driver's license/state ID, and a utility bill/lease agreement confirming their address
3. The Tool Lending Library will only be available during designated hours
  - a. Tuesdays, 6pm-8pm
  - b. Saturdays, 10am-12pm
  - c. Fridays, 10am-12pm
4. **All tools must be checked out and returned to the Millvale Community Library**
  - a. Tools may be checked out only during designated Tool Lending Library hours of operation
  - b. Tools may be returned to the circulation desk of the Millvale Community Library during regular hours of operation
5. Only the Tool Lending Library Member, who has completed all the necessary paperwork, is authorized to use the tools. Please do not let anyone else use these tools
6. No holds can be placed on tools. Tools will be lent out on a first-come, first-served basis
7. Any member with a fine over \$10 on their Library account will not be allowed to check out tools until that amount is under \$10
8. By borrowing an item, a member acknowledges that he/she is capable of using that item safely and properly
9. All Tool Lending Library tools are designated with an MCL sticker, 'MCL' written on the tool, or a dark red paint swatch
10. **Checking out tools:** once you complete all paperwork, the member is allowed to check out tools. Visit the online catalog to search for tools and availability. Please visit the circulation desk and ask to see the Tool Lending Library Inventory binders. Look through the binders, note the tools you would like to check out (5 maximum at a time), and notify the staff member on duty. Please be patient, as the Tool Lending Library volunteer on duty will have to retrieve your tools for you.
11. Tools can be checked out for a one week period and can NOT be renewed

12. If tools are returned late, the member will be responsible for any late fees
  - a. Basic/hand tools: \$0.25 per tool each day it is overdue
  - b. Large/power tools: \$1.00 per tool each day it is overdue
  - c. Late fees for Tool Lending Library items will NOT be forgiven
13. **Returning tools:** all tools must be returned to a library staff member at the circulation desk of the Millvale Community Library
  - a. **Under no circumstances should you try to return a tool to a library other than Millvale**
  - b. **Under no circumstances should you leave a tool you are returning outside the Library door or in the book/DVD drop box**
  - c. **If tools are not returned properly, the member's Tool Lending Library borrowing privileges will be revoked**
14. While normal wear and tear is expected, tools must be returned in working and usable condition. Out of respect for future users, please clean tools you borrow before returning them.
15. If a tool is lost, stolen, or never returned, the member is responsible for the full replacement cost of the tool
16. The member agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he/she must immediately discontinue use of the tool, notify the Library of the issue, and report any further damage to the Tool Lending Library immediately.
17. The member agrees that Millvale Community Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tool
18. Read and sign Waiver and Indemnification form

Right of Refusal: Millvale Community Library reserves the right to refuse the loan of any item for failure to comply with any of the above policies and conditions or for falsification of any information. Staff may also, at their discretion, deny access to a particular tool based on the borrower's inability to handle, transport, or operate the tool safely.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Millvale Community Library  
Tool Lending Library

Waiver and Indemnification

I, \_\_\_\_\_ (print name), state that I am capable of using the tools I am borrowing from the Millvale Community Library's Tool Lending Library and that I will use the tools I am borrowing in a safe and responsible manner.

I understand that Millvale Community Library is not legally liable for any injury sustained while under the care of the borrower.

I hereby agree to release and indemnify and hold harmless Millvale Community Library, its officers, agents, and employees from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of tools I am borrowing from the Millvale Community Library's Tool Lending Library.

I affirm that the above information is current, true, and correct and may be subject to verification. I further state that I have read and fully understand the Borrowing Policies and Conditions of the Tool Lending Library and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. I have read this Waiver and Indemnification form and in signing it relinquishing any and all claims against Millvale Community Library and the Tool Lending Library.

Signature \_\_\_\_\_

Date \_\_\_\_\_