



BRUNSWICK TOOL LIBRARY, INC – BORROWING RULES

1. MEMBERSHIP

- 1.1. Borrowers must be over the age of 18 to borrow tools from the Brunswick Tool Library (BTL).
- 1.2. Borrowers must register with BTL prior to borrowing tools. Registration includes the completion of an application form and verification of the Borrower's identity. Verification is accomplished by presenting current photo ID together with a utility bill issued within the previous 3 months, both displaying the same address.
- 1.3. Borrowers are only entitled to borrow tools from BTL while they maintain a fully paid up membership. Membership fees are set out on the BTL website ("BTL Website") and Borrowers should check the BTL Website prior to renewing their membership for any membership fee changes.
- 1.4. The Borrower may not borrow any tools until he/she has signed the attached DEED OF RELEASE.
- 1.5. BTL retains the right to refuse to lend tools to any person for any reason other than contrary to Australian law.
- 1.6. The Borrower may not borrow any tools until he/she has signed up for the required volunteer shift or paid the fee for waiving the volunteer shift.

2. BORROWING TOOLS AND RETURN OF TOOLS

- 2.1. BTL will be open for Borrowers to borrow and return tools at the times set out on the BTL website www.brunswicktoollibrary.org, however, these opening times are subject to change at BTL's sole discretion.
- 2.2. Borrowers may borrow up to seven tools at one time.
- 2.3. Tools may only be returned during BTL's opening hours as set out above.
 - (a) For tools borrowed on a Saturday, they must be returned no later than 10am on the following Saturday.
 - (b) For tools borrowed on a Wednesday, they must be returned no later than 6pm on the following Wednesday.
- 2.4. "Day-of" renewals may be possible, however, Borrowers must be prepared to return all items by the return times set out in clause 2.3 above ("Return Date") . BTL reserves the right to refuse or limit renewals, and will do so based on demand.
- 2.5. If any tools are not returned by the Return Date, BTL will issue an overdue notice. If the tools are not returned by the date stipulated in the overdue notice, appropriate steps will be taken to retrieve them, including the use of a collection agency and/or legal action.
- 2.6. Borrowers must pay the following late fines for each item kept past the Return Date:
 - (a) \$1.00/day/tool for hand tools; and
 - (b) \$3.00/day/tool for power tools
- 2.7. Fines must be paid in full before borrowing any additional tools.

2.8. Immediately upon request from BTL the Borrower must pay:

- (a) the price charged to BTL for any tool which, for whatever reason, is not returned to BTL;
- (b) all costs incurred in cleaning any tools which are returned in an unclean state;
- (c) the full cost of repairing any damage to any tool;
- (d) any fines payable pursuant to clause 2.6; and
- (e) all costs incurred by BTL in recovering possession of any tools (including legal costs).

3. **USE OF TOOLS**

3.1. Only the Borrower is authorised to use BTL tools. The Borrower must not permit any BTL tools to be used by any other person unless with the express permission of BTL. The Borrower must not part with possession of any BTL tools he/she has borrowed.

3.2. The Borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, they will immediately discontinue use of the tool and notify BTL of the issue on return, if not earlier. The Borrower must not attempt to repair or tamper with any BTL tool.

3.3. The Borrower agrees:

- (a) to satisfy itself prior to borrowing the tools that they are suitable for the Borrower's intended purpose;
- (b) operate the tools safely, strictly in accordance with Australian law, only for its intended use and in accordance with any manufacturer's instructions provided with or on the tools (if any);
- (c) operate the tools with the an adequate power source (if applicable);
- (d) conduct a thorough hazard and risk assessment before using the tools; and
- (e) return the tools in a clean state and in good repair.

4. CHANGE OF RULES

The Borrower should check the BTL Website prior to borrowing any BTL tools for any changes to these Borrowing Rules. However, BTL agrees that changes to these Borrowing Rules will not apply with respect to a loan period commenced prior to the date the rule change took place.