



Park Forest Tool Lending Library

BORROWING RULES

1. Only residents of Park Forest over the age of 18 are eligible to borrow tools from the Park Forest Tool Library.
2. Borrowers must register with the Park Forest Tool Lending Library prior to borrowing tools. Registration includes the completion of an application form and verification of the borrower's identity and Park Forest residency. Verification is accomplished by presenting a valid photo ID and a utility bill, both displaying a Park Forest address. Additionally, the borrower must sign a form of WAIVER AND INDEMNIFICATION to be provided by the Library.
3. Tool Lending Library staff are available to assist in explaining the operation of tools and will make available upon request materials such as manuals or videos. However, by taking possession of any item, the borrower is certifying that s/he is capable of using that item in a safe and proper manner.
4. Only the borrower is authorized to Tool Lending Library tools. The borrower shall not permit the use of items checked out to them by any other person unless by express permission of the Tool Lending Library.
5. The borrower agrees that the Tool Lending Library is not responsible for any manufacturer defects in quality of workmanship or material inherent in any borrowed tools.
6. 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 the Tool Lending Library of the issue on return, or earlier.
7. All tools borrowed are to be returned to the library no later than one week from check out date. Tools may only be returned during Tool Lending Library open hours. Late fines will be levied for each item kept past the loan period.
8. One renewal is possible if arranged ahead of time with Tool Lending Library staff. The Tool Lending Library reserves the right to refuse or limit renewals, and will do so based on demand.
9. All items are first come, first serve.
10. 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 or damage to any item and further agrees to accept Tool Lending Library staff's assessment of condition of items and to further agree to Tool Lending Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal replacement cost of item plus handling and processing fees.
11. When tools are not returned by the designated due date, the Library 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 use of a collection agency and/or legal action. The Tool Library will replace severely delinquent tools, holding borrower responsible for full replacement cost plus applicable handling fees. Fines must be paid in full before borrowing additional items.
12. Borrowers who lose or damage equipment will have their borrowing privileges revoked until the equipment is replaced.
13. The Library retains the right to refuse the loan of any item to any person for any reason whatsoever.

