



The Shed: Arlington Public Library's Garden Tool Lending Library

Registration and Borrowing Rules

Overview

- Only Arlington residents or property owners over the age of 18 are eligible to borrow tools from The Shed, or the Arlington Garden Tool Lending Library (GTLL).
- Borrowers under age 18 must have a parent co-sign the Waiver and Indemnification Form in person.
- The borrowing period is 7 days, with the possibility of one renewal. 5 tools may be borrowed at any one time.
- Borrowers must register at the Central Library Circulation Desk prior to borrowing tools from The Shed.

Registration Includes:

- Verification / creation of valid Arlington Public Library (APL) card with Arlington address.
 - To obtain an APL card, bring driver's license with current Arlington address or photo ID and one of the following: current lease/rental agreement (with patron's name listed as tenant), or current tax bill (in patron's name) identifying ownership of property in Arlington, or utility bill (in patron's name) dated within the last 30 days.
 - Patrons who rent mailboxes must provide proof of residency or property ownership in Arlington before being granted borrowing privileges at The Shed.
- Signing of Waiver and Indemnification Form.

Borrowing Rules

1. All tools and equipment lent by The Shed are the property of the Arlington Public 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 APL.
2. The borrower agrees that the Arlington Public Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any tools borrowed from The Shed.
3. 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 Shed.
4. Before borrowing any tool or piece of equipment, the borrower shall sign a form of WAIVER AND INDEMNIFICATION to be provided by the Arlington Public Library. The borrower acknowledges that he or she is capable of using the tool in a safe and proper manner.
5. The loan period for tools is 7 days, with one renewal allowed. The borrower agrees to return any borrowed item during Shed hours on or before the due date. The borrower further understands that a \$0.30/day fine will be levied for each item kept past the due date. All days count. Late fees are capped at \$10.00 on returned tools.
6. If the borrower wishes to renew the loan of the tool one time for an additional 7 days, he or she may do so either in person or online.
7. All tools must be returned clean, and in the same condition (normal wear and tear excepted) as when borrowed. The borrower agrees to pay for the loss of or damage to any tool on loan to him or her.
8. The Library will email notices 3 days before a tool is due and when it is 3 days overdue. Lost notices will be sent via U.S. mail after the tool is 28 days overdue. 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.
9. The Library may replace severely delinquent tools and hold borrower responsible for the full replacement cost. Repeated failure to return tools on time may result in revocation of borrowing privileges.
10. The Library reserves the right to limit the number of tools borrowed and to alter the maximum loan period.
11. The 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.
12. Shed borrowers who move out of Arlington will no longer be eligible to participate in the program.