



Membership Application Form (To be signed)

Thank you for joining Rag & Bone (Projects) - Repair & Loan Tool Library.

Please complete the information below so that we are able to keep in touch about your account and your loans. Please return the form to the tool library.

The information you provide will be added to our online inventory system provided by MyTurn

Your membership will be activated when you have provided your I.D. for us to verify and paid your £20 annual membership fee.

Welcome!

Your Info

Name: _____

Address: _____ Postcode: _____

Phone: _____

Email address: _____

Date of Birth: _____

Chosen Myturn account username: _____

Rag & Bone (Projects) - Repair & Loan Tool Library asks all new members to pay lifetime £10 deposit as security to borrow the tools. (Refundable if you cancel your membership)

Regular membership gets you access to over our whole tool library and 10% discount on workshop fees.



Please tick the relevant box:

- I want to purchase an annual membership for only £20

- I wish to pay it forward and gift a membership to someone else: £20

Are you at least 18 years of age? YES NO

Are you interested in joining the volunteering team? (Tick box)

- YES I AM!
- Not right now, maybe in the future
- No I do not wish to volunteer

How should we contact you?

- Telephone
- Email

Signature _____

Date: ____/____/____

End of Membership Application Form

Please now complete Waiver and Indemnification Form





Waiver and Indemnification Form (To be signed)

The tools in our collection are for the use of Rag & Bone (Projects) - Repair & Loan Tool Library members.

Out of respect for future users, please clean any tools you borrow before returning them and report any damage to a tool librarian on return.

We won't charge you for broken tools, but we do need you to tell us if they are broken.

If you feel compelled to return them in better condition than when you borrowed them, that would be highly appreciated.

I, _____(print name), state that I am capable and experienced in using the tools I am borrowing, and that I will use the tools I am borrowing in a proper manner.

I, _____(print name), do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, waive any and all claims against Rag & Bone (Projects) - Repair & Loan Tool Library, its officers, agents, volunteers and employees for any injury or injuries of any nature that I may suffer or incur in the use of the tools that I am borrowing from Rag & Bone (Projects) - Repair & Loan Tool Library.

I, _____(print name), hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, agree to release and indemnify and hold harmless Rag & Bone (Projects) - Repair & Loan Tool 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 Rag & Bone (Projects) - Repair & Loan Tool Library.



I am aware that Rag & Bone (Projects) - Repair & Loan Tool Library, its partners, directors, officers, members, and employees claim no expertise and make no representation concerning the fitness of any tool for any particular use.

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 rules and regulations of Rag & Bone (Projects) - Repair & Loan Tool 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 and signed this Waiver and Indemnification form, relinquishing any and all claims against Rag & Bone (Projects) - Repair & Loan Tool Library, its officers, agents, volunteers and employees.

Signature _____

Date: ____/____/____

Name (print): _____

End of Waiver & Indemnification Form

Please now complete Borrowers Agreement & Tool Use Policy Form





Borrower's Agreement & Tool Use Policy (To be signed)

1. Members must be age 18 or over to borrow tools from Rag & Bone (Projects) - Repair & Loan Tool Library ("Library").
2. Prior to borrowing tools, all Members must
 - (a) complete a Membership Application;
 - (b) sign the Waiver and Indemnification Form;
 - (c) sign this tool policy form; and
 - (d) have their residence confirmed by a Tool Library volunteer or member of the staff.

Completing a Membership Application includes the completion of the Membership Application form and verification of the Member's identity.

Verifications of the Member's identity is accomplished by presenting a valid government-issued photo ID and a second form of identification that includes a current address.

3. Library staff are available to assist in explaining operation of tools. However, by taking possession of any item, the Member is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the Member is authorized to use Library tools. The Member shall not permit the use of items checked out to him or her by any other person unless by the express permission of the Library.
5. Some tools come with consumable parts (e.g. sanders have sanding pads). Members should bear in mind that these consumable parts come at a cost, and should they use them, they should either replace them, or cover their cost (e.g. 50p for a sheet for a sander).
6. All tools borrowed are to be returned to the Library on their due date. Tools may only be returned during the Library's open hours.



7. If a tool is returned late, the Member will be responsible for a late fee. We do not want to do this, but it makes members remember the next time. Other people are relying on you to return the tools, so please be considerate. This late fee will be £1 per day per tool for every day until the tool is returned. Late fees are capped at the full replacement cost of the tool plus a £5 administrative fee per tool. The Library may replace severely delinquent tools, holding the Member responsible for the full replacement cost plus a £5 administrative fee. Fines must be paid in full before borrowing further items.

8. The Library reserves the right to use appropriate steps to retrieve delinquent tools or unpaid fines and fees, including the use of a collection agency and/or legal action and assess the delinquent Member with the cost of any such action. Under UK Law, 'borrowing without the intent to return' is theft. The Library reserves the right to contact the police to retrieve tools if it deems such action appropriate. The Library also reserves the right to forgive late fees due to special circumstances.

9. Tools may be reserved in advance. All reservations must be confirmed by a Tool Library staff member, volunteer, or automated response to be effective. The Tool Library reserves the right to make an exception to this policy for large, community events. No exceptions will be made for individual lending.

10. Members may renew each tool once if

- (a) the Member renews online or contacts the Library by noon on the day before the tool is due, and
- (b) no other Member has reserved the tool. The Library reserves the right to refuse or limit renewals and will do so based on demand. The exception to this may be items that are in particularly high demand (cordless drills or mowers in the summer).

11. The Member agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.

12. The Member agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool and notify the Library of the issue on return, if not earlier.



13. All tools are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All tools must be returned clean, and Rag & Bone (Projects) - Repair & Loan Tool Library may charge the member £5 to cover the cost of cleaning. The Member agrees to pay for the loss of or damage to any item through misuse, and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a £5 administrative fee.

14. The Library reserves the right to refuse the loan of any item at its discretion.

15. Access to workshops and the borrowing of tools may be refused if a member is under the influence of any substances, legal or illegal. Your safety is our priority.

I affirm that the information that I have provided on the Membership Application is current, true, and correct.

I understand that this information may be subject to verification.

I further state that I have read and fully understand the rules and regulations of Rag & Bone (Projects) - Repair & Loan Tool 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 and signed a waiver form, relinquishing any and all claims against Rag & Bone (Projects) - Repair & Loan Tool Library.

Please make sure you have signed below acknowledging that you have read and agree to Rag & Bone (Projects) - Repair & Loan Tool Library's Tool Use Policy.

Signature _____

Date: ____ / ____ / ____



We won't pass your details to any third parties.

You now have access to our tool library and a growing community of makers and volunteers that are learning, building and creating a better, more sustainable West Dunbartonshire.

Welcome to Rag & Bone (Projects) - Repair & Loan Tool Library!

End of Borrower's Agreement & Tool Use Policy

Please submit the following three forms to Rag & Bone (Projects) - Repair & Loan Tool library:

- **Membership Application Form**
- **Waiver and Indemnification Form**
- **Borrower's Agreement & Tool Use Policy**

