



## Mansfield Public Library Borrower's Agreement & Tool Use Policy

1. Patrons must be age 18 or over to borrow tools from the Mansfield Public Library ("Library").
2. Prior to borrowing tools, all Patrons must (a) sign the Waiver and Indemnification Form; (b) sign this Borrower's Agreement & Tool Use Policy.
3. By taking possession of any item, the Patron is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the Patron is authorized to use Library tools. The Patron 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. All tools borrowed are to be returned to the Library by close of business on their due date. Tools may only be returned during the Library's open hours, and may not be returned in the book drop.
6. All tools have a lending period of 7 days. The Library reserves the right to make an exception to this policy.
7. The Library may replace severely delinquent tools, holding the Patron responsible for the full replacement cost. Fines in excess of \$25 will prevent a patron from borrowing additional 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 Patron with the cost of any such action. The Library also reserves the right to forgive fees due to special circumstances.
9. Tools may be reserved in advance using the library's online catalog. Patrons will be notified when reserved tools become available and have 7 days to pick them up. The Library reserves the right to make exceptions to this policy.
10. Patrons may renew each tool once if no other Patron has reserved the tool. The Library reserves the right to refuse or limit renewals and will do so based on demand.
11. The Patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.
12. The Patron 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.** The Patron agrees to pay for the loss of or damage to any item 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.

I state that I have read and fully understand the Borrower's Agreement and Tool Use Policy of the Mansfield Public 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 and Indemnification form, relinquishing any and all claims against The Mansfield Public Library and The Town of Mansfield.

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (print): \_\_\_\_\_