



Brooks Memorial Library

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | www.brookslibraryvt.org

Library of Things Borrowing Agreement

- 1) Items in the Library of Things may be borrowed by BROOKS MEMORIAL LIBRARY cardholders (16 years and older) whose accounts are in good standing.
- 2) Items can be reserved online any time.
- 3) Borrowers must sign a waiver, releasing the Town and the Library from damage or physical injury.
- 4) Tools and equipment are for the personal use of our members only, not commercial projects.
- 5) The Library of Things is divided into two locations, with specific objects in each place:
 - the Tool Cottage on the library grounds
 - the Library Circulation Desk on the first floor

Hours of those two locations are posted, and members must pick up and return items:

- to their correct locations
- *only during open hours for that location*

Members who fail to follow these rules may be charged to replace items and may lose borrowing privileges.

- 6) Please return equipment on time, as others may be waiting to borrow it. **Items returned late are subject to a fine of \$5/day for every open day of the Library or Tool Cottage.**
- 7) **Loan period for items is 1 to 7 days.**
- 8) Equipment **MUST BE RETURNED CLEAN.** Please remove food and any other residue from borrowed items so that they are clean for the next user. Some tools can be ruined without proper cleaning. You may be charged a repair or cleaning fee for failure to clean your tools; the amount will be at the sole discretion of the tool librarian. **Minimum Cleaning Fee is \$25.**
- 9) **DAMAGED TOOLS MUST BE REPORTED TO LIBRARIANS UPON RETURN.** If tool damage is beyond normal wear and tear—through careless or improper use—you may be charged 50%-100% of the cost to replace or repair the tool. Judgment will be at the sole discretion of the tool librarian.
 - To request renewal of items from the Tool Cottage, email brookstools@brookslibraryvt.org.
 - To request renewal of all other items from the Library of Things, email circulation@brookslibraryvt.org.

The Tool Cottage project was made possible by a grant from the Vermont Foodbank.