

SECTION:	PS 4	CIRCULATION OF LIBRARY MATERIALS
SUBSECTION:	PS 4.3	LOAN PERIODS AND BORROWING LIMITS
POLICY:	PS 4.31	TOOL LENDING LIBRARY
REVISIONS:		02/17/24

Borrowing Limits

Adult card holders only

- Only residents or property owners of Ashtabula County over the age of 18 years with a valid Ashtabula County District Library (ACDL) card, no library fines, and current photo identification are eligible to borrow tools from the tool lending library.
- Only the borrower is authorized to use the tools. The borrower shall not permit the use of said tools by any other person.
- Before borrowing any tool or piece of equipment the borrower shall sign a Liability Waiver and Indemnification Form provided by ACDL. This form will be kept at ACDL. The borrower acknowledges that they are capable of using the tools in a safe and proper manner.
- The borrower agrees that ACDL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any borrowed tool.
- The borrower agrees that if the borrowed tool becomes unsafe or in a state of disrepair, the borrower will immediately discontinue use of the tool and return it to ACDL.

Loan Period

- The loan period for borrowing tools is seven (7) days.
- Items cannot be renewed.
- When tools are not returned by the designated due date, ACDL will issue an overdue notice.
- The borrower agrees to return any borrowed item on or before the due date in the same condition as when it was borrowed.
- The borrower agrees to pay for the loss or damage to any tool on loan to him or her at the time of return, and loans of any other item from the library, tools or otherwise, will not be allowed until all fines are paid, consistent with the library's policies and procedures.
- Repeated failure to return tools on time may result in revocation of borrowing from the tool lending library. The library reserves the right to pursue any and all remedies for recovery of items that are not returned in a timely manner, including filing a police report.
- All tools shall be returned inside the library. Do not place tools in the book drop. Tools must be cleaned before returning them.

ACDL retains the right to refuse the loan of any item for failure to comply with the above rules and regulations or for falsification of any information.