

IRC Tool Lending Library Rules:

Tools are available to San Diego residents to start or maintain gardens.

Tools may be taken home for use after leaving a deposit fee of \$20 for hand tools and \$40 for wheel barrows, pole pruner, and the dolly.

Tools may be checked out for one week, to be returned the day you checked it out. (If you checked out a tool on Saturday it is due back the next Saturday before the library closes).

Tools may be used at the lending site during the lending hours without paying a deposit, but must be returned by the end of the lending hours.

Tools must be returned during lending hours only. (Hours & Locations listed below)

If tools are not returned on time, there will either be a \$10 or \$20 late fee depending on the tool. \$10 late fee for all hand tools and \$20 late fee for wheel barrows, pole pruner, and the dolly.

If tools are broken or lost, the deposit money is not returned to the borrower.

Liability Release:

Your safety and the safety of others when you use the tool is your responsibility. You must know how to safely operate the tool when you borrow it. IRC is not responsible for showing you how to use the tool and IRC is not responsible if you harm yourself or others. You must sign a **liability release form** before you borrow any tools.

Dates of Operation:

Tool Lending Library is active from November 5, 2011 to February 29, 2012.

Tool Lending Library Hours: Nov. 5 – Feb. 29

City Heights Community Garden (43rd St./Wightman): Fridays 4–6 PM

New Roots Community Farm Tool Shed (54th/Chollas Parkway):

Wed. 4:30–6 PM & Sat. 9 AM – 12 noon

Procedures:

- IRC staff brings binder with enclosed cash bag from office to the site at the beginning of tool shed hours, and is responsible for reconciling starting cash amount, ending cash amount and the day's lending activities
- Rules (laminated and translated into Spanish) to be posted in tool shed
- Have tool borrower read rules posted, then initial they have read them on sign-out sheet
- Borrower must also sign liability release form
- Deposit money collected by IRC staff/Intern
- Deposit is placed in white envelope with name of lender and amount written on the outside (can reuse envelopes after crossing out previous borrowers name)
- A laminated calendar should also hang at each site so that IRC staff/ volunteer communicates and confirms the tool's return date very clearly
- Deposit is returned to office at the end of the lending library hours