

# Tool lending collection – 3-month trial

## Terms and Conditions

### **The Borrower is responsible for:**

- Reading and following any instructions included with the item
- Using the item in a safe and proper manner, and only for the purposes for which it is intended and/or as set out in the instructions
- Returning the item in person to the library enquiries desk by the due date, clean and in the same condition as when you borrowed it
  - If you discover a fault with the item or it is damaged, stop using it immediately and inform the Library when you return it.

*To the fullest extent permitted by law, Lincoln University assumes no responsibility or liability for any injuries, damage to self, others, or property as a result of any use or reliance on the item you have borrowed.*

## Standard Operating Procedure

### **The Library is responsible for:**

- Taking reasonable measures to ensure that tools being loaned are fit for purpose and safe when used in a proper manner for their intended purpose
- Verbally confirming that borrowers are familiar with the terms and conditions and are confident to use the tool(s) safely
- Recording all loans (and returns) in Alma

### **Procedure:**

1. Electrical tools are to be cleared and tagged by an electrician before being available for loan
2. Tools are stored in a locked cabinet. Users can view them in a glass display cabinet or via our online catalogue.
3. When a user wants to borrow one or more tools, a library staff member will unlock the cabinet to retrieve the item(s).
  - a. Where manuals are available, these will be issued together with the item.
4. All tool loans will be recorded in the library management system after:

- a. The user provides their Lincoln University Library ID card
  - b. The user confirms that they understand and agree to the terms and conditions and that they are confident in using the tool(s) safely
- 5. Items must be returned in person at the library desk
- 6. Library staff will visually inspect items for wear or damage before recording the return in the library management system.
  - a. Electrical items will be briefly tested before being returned to the cabinet for lending
  - b. Items needing recharging are to be charged in a well-ventilated area.
- 7. If damage is suspected for any tool, it will be “locked out” and will not be loaned or used again until it has been inspected by an electrician/other qualified personnel as appropriate.