



Community Tool Library Lending Policy, Membership Criteria, and Fees

Lending Policies:

1. **Tool Eligibility:** Our tool library offers a wide range of tools and equipment for home improvement, maintenance, and repair projects. Certain specialised or hazardous tools may have additional usage requirements or restrictions.
2. **Loan Duration:** Members can borrow tools for a standard loan period of 1 day, with maximum 7 days. Some tools may have shorter or longer loan periods based on demand and availability.
3. **Renewals:** Tool loans can be renewed for additional days, provided there are no pending reservations for the tool. Renewals can be done in person, over the phone, or through our online portal (pending).
4. **Reservations:** Members can reserve tools in advance for a future date. Reserved tools will be held for 24 hours from the agreed-upon pickup time.
5. **Late Fees:** Late fees of \$15 per day will be charged for each overdue tool. Members with outstanding late fees exceeding \$60 may have their borrowing privileges suspended until fees are settled.
6. **Tool Condition:** Please return tools in clean and working condition. If a tool is returned damaged or excessively dirty, a repair or cleaning fee may be applied.
7. **Lost or Damaged Tools:** Members are responsible for the replacement cost of lost or irreparably damaged tools. If a tool can be repaired, the member will be charged for repair costs.
8. **Tool Returns:** Tools should be returned to MACE during our regular operating hours. After-hours drop-off options are available by arrangement only.
9. **Usage Restrictions:** Members must adhere to safety guidelines and restrictions for specific tools, as outlined in our safety manuals and by our staff during tool pickup.
10. **Membership Termination:** Membership may be terminated if a member consistently violates lending policies or fails to return tools on time or in good condition.





Membership Criteria:

1. **Residency:** Membership is open to residents of Mansfield Shire, and surrounding areas.
2. **Age:** Members must be 18 years of age or older. Minors under 18 may use the tool library under the supervision of a responsible adult member.
3. **Identification:** Valid photo identification and proof of residency (e.g., driver's license or equivalent form of ID) are required for membership registration.
4. **Payment Method:** Members must provide a payment method upon registration for membership fee and associated borrowing costs.
5. **Agreement to Terms:** Members must read and agree to our lending policies, code of conduct, and liability waiver during the registration process.
6. **Membership Fee:** An annual membership fee of \$50 per individual or \$95 per household (up to 4 adults) is required. Reduced fees may be available for low-income residents.
7. **Privacy:** Personal information will be retained on file in a confidential and secure manner. Any concerns please refer to our Privacy Statement online.
8. **Volunteer Commitment:** The Tool Library is run primarily by volunteers, and we encourage all members to contribute any assistance towards tool maintenance/cleaning, annual stocktakes, and/or participation in Repair Cafes or instructional workshops. Volunteer commitments are optional but highly appreciated.

Fees:

1. **Membership Fee:** \$50 per individual or \$95 per household (up to 4 adults) annually.
2. **Tool Rental Fee:** Tool rental fees vary based on the type of tool and its value. Fees typically range from \$5 to \$10 per day, with discounts for longer loan periods.
3. **Late Fees:** \$15 per day per overdue tool.
4. **Replacement or Damage Fees:** The member will be responsible for the replacement cost or repair cost of lost, damaged, or excessively worn tools.
5. **Reservation Fees:** Reservation fees are not currently applicable, and tool reservations are free of charge.
6. **Workshop or Training Fees:** Fees for workshops, classes, or training sessions will vary based on the event's content and duration.





These policies, criteria, and fees are designed to create a fair, accessible, and sustainable tool library for our community. Please note that they are subject to review and updates as the tool library grows and evolves.



Neighbourhood Houses
The Heart of Our Community



 03 5775 2077
 reception@mace.vic.edu.au
 PO Box 295, Mansfield VIC 3724
 145-147 High St, Mansfield VIC 3722

MACE Inc. A0048770V
ABN: 25 306 780 833

www.mace.vic.edu.au