



Community Tool Library Donation Submission Form

Thank you for your donation! Please complete the following form to ensure we can properly record your donation and assess the condition of the items.

Donor Information:

Full Name: _____

Organisation/Company (if applicable): _____

Phone Number: _____

Email Address: _____

Address: _____

Donation Information: *Please list each item and include as much detail as possible (let a staff member know if you require additional pages)*

	Item(s) being donated	Brand/Model (if known)	Quantity of Items	Estimated Age of Items	Condition of Item
1					<input type="checkbox"/> New <input type="checkbox"/> Good (gently used, fully operational) <input type="checkbox"/> Fair (used but still functional, some wear) <input type="checkbox"/> Poor (needs repairs or parts replaced) <input type="checkbox"/> Not functional (for parts or scrap)
2					<input type="checkbox"/> New



					<ul style="list-style-type: none"><input type="checkbox"/> Good (gently used, fully operational)<input type="checkbox"/> Fair (used but still functional, some wear)<input type="checkbox"/> Poor (needs repairs or parts replaced)<input type="checkbox"/> Not functional (for parts or scrap)
3					<ul style="list-style-type: none"><input type="checkbox"/> New<input type="checkbox"/> Good (gently used, fully operational)<input type="checkbox"/> Fair (used but still functional, some wear)<input type="checkbox"/> Poor (needs repairs or parts replaced)<input type="checkbox"/> Not functional (for parts or scrap)
4					<ul style="list-style-type: none"><input type="checkbox"/> New<input type="checkbox"/> Good (gently used, fully operational)<input type="checkbox"/> Fair (used but still functional, some wear)<input type="checkbox"/> Poor (needs repairs or parts replaced)<input type="checkbox"/> Not functional (for parts or scrap)
5					<ul style="list-style-type: none"><input type="checkbox"/> New<input type="checkbox"/> Good (gently used, fully operational)<input type="checkbox"/> Fair (used but still functional, some wear)<input type="checkbox"/> Poor (needs repairs or parts replaced)<input type="checkbox"/> Not functional (for parts or scrap)

Donation Agreement:



By submitting this form, I agree that:

- The donated items become the property of the Tool Library.
- The Tool Library reserves the right to assess the suitability of each item for community use.
- Items deemed unsafe or unsuitable may be repurposed, recycled, offered for sale/swap on specified Tool Swap days, or responsibly disposed of at the discretion of the Tool Library.
- I have not donated any items that are hazardous, broken beyond repair, or otherwise dangerous for community use.

Signature: _____

Date: _____

For Tool Library Use Only:

- Received By: _____
- Date of Receipt: _____
- Condition Verified By: _____
- Notes on Item Quality/Condition: _____
- Further Action Required (if any): _____