



**SOUTH** *Side.*  
**TOOL LIBRARY**

EST. MAY 24, 2021

**TOOL LIBRARY  
DESKTOP  
CATALOG**

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**PLEASE KEEP AT THE  
CIRCULATION DESK**

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*Updated 4/2024*

# POLICIES AND PROCEDURES

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## LOOKING UP ALL TOOLS IN EVERGREEN

- Click on "Search" and then "SearchtheCatalog"
- Click on "Numeric Search" Tab
- Click "Call Number" next to Field
- Type in "Tool Library" in the Identifier box
- Search Library: Bethlehem South Side Branch

Search the Catalog    Basic Search    Browse the Catalog

Advanced Search    **Numeric Search**    Expert Search

**Numeric Search**

Field:

Search Library:

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### SIGN, SCAN, & STORE THE RELEASE FORM

- Each patron MUST sign a release upon checkout and staff must sign as the "witness." The release is on the shared drive in the "Tool Library Waivers" folder.
- After the release is signed, scan and send it to [ss@bapl.org](mailto:ss@bapl.org).
- Download that scanned waiver and name the file LastnameFirstname.pdf.
- Save this file in the "Tool Library Waivers" folder in SS Team Share folder.
- Keep the hard copy in the Tool Library Waiver folder at the front desk.

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### TOOLS RETURNED TO SOUTH SIDE ONLY

- Tools are checked out for one week only. Patrons can renew them.
- .20/day late fee
- If a tool is lost, they will be charged the price in Evergreen.
- **Tools can only be checked out/checked in to the South Side Branch while we are open. They cannot be returned in the book drop or to another location.**

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### RETURNING TOOLS

- Once a tool is returned, make sure it is clean, all pieces are accounted for, and return it to the tool library.

# RELEASE

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## RELEASE

I am a member of the Bethlehem Area Public Library, and I want to borrow a tool (or tools) from the Library.

I acknowledge that:

- (a) I am solely responsible for choosing the tool(s), and I have not requested, nor received, any advice from the Library or its employees/attendants with respect to the use and/or choice of this tool; and
- (b) The Library employees/attendants are not experts with respect to the use of the tool(s); and
- (c) Neither the Library, nor its employees/attendants are providing, nor have they provided, any advice to me with respect to the appropriate uses for this tool, or how to use the tool; and
- (d) I am assuming sole liability for any and all injuries or damages to me or to anyone else, which may occur, or be related to, the use of the tool, either by me, or by anyone else who may utilize the tool.
- (e) I have examined the tool, and I am satisfied that its current condition is satisfactory for the use I propose; and
- (f) I agree to return the tool to the Library in substantially the same condition as it currently exists.

**I hereby release the Bethlehem Area Public Library, (including its employees, agents, officers, staff, and members of its Board of Trustees) from any and all claims (including personal injury or death) which I may have against the Bethlehem Area Public Library, arising out of, or with respect to, the use of, the tool or the condition of the tool.**

**I further agree to indemnify and hold the Bethlehem Area Public Library harmless from any and all claims which may be asserted by any individual who I may authorize to use the tool, or by any individual who may use the tool, even though I may not have authorized that person to use the tool.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name:

Library Card No.: \_\_\_\_\_

Witness:

\_\_\_\_\_

# INVENTORY



## TOOL LIBRARY #2:

### 119-PIECE TOOL SET.

- **BARCODE:33062009363079**

- **BARCODE:33062009363210**

- **Physical Description:** 1 kit (119 pieces) : in container
- **Content Description:** 1 ratchet handle, 2 extension bars, 1 drive adapter, 30 sockets, 6 wrenches, 1 spark plug socket, 4 screwdrivers, 2 pliers, 1 adjustable wrench, 24 hex keys, 40 screwdriver bits, 2 bit adapters, 1 ratchet bit holder, 1 claw hammer, 1 torpedo level, 1 tape measure, and 1 blow mold case



## TOOL LIBRARY #3:

### PRUNER / FISKARS-ORANGE SOFTGRIP

- **BARCODE:33062009363459**

- **BARCODE:33062009363491**

- **Physical Description:** 1 kit (1 piece) : in zippered bag
- **Content Description:** 1 pruner



## TOOL LIBRARY #4:

### 65-PIECE TOOL SET-KOBALT.

- **BARCODE:33062009363442**

- **Physical Description:** 1 set( 65 pieces) : in container
- **Content Description:** 22 bits, 3 extension bars, 1 spinner handle, 1 ratchet, 1 bit adapter, 36 sockets, and case

# INVENTORY



## TOOL LIBRARY #5: WEEDER.

**-BARCODE: 33062009432957**

- **Physical Description:** 1 kit (1piece) : in zippered bag
- **Content Description:** 1 weeder



## TOOL LIBRARY #6: CULTIVATOR AND TRANSPLANTER.

**-BARCODE: 33062009432825**

**-BARCODE: 33062009432908**

**-BARCODE: 33062009433088**

**-BARCODE: 33062009433252**

- **Physical Description:** 1 kit (2 pieces) : in zippered bag
- **Content Description:** 1 Cultivator and 1 Transplanter



## TOOL LIBRARY #7: SPADE SHOVEL.

**-BARCODE: 33062006200456**

- **Physical Description:** 1 spade shovel (no bag/container)
- **Content Description:** 1 spade shovel

# INVENTORY

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## TOOL LIBRARY #8:

GARDEN RAKE.

-**BARCODE: 33062006200415**

- **Physical Description:** 1 garden rake(no bag/container)
- **Content Description:** 1 garden rake