ABN: 26 998 940 299

**Membership Agreement & Equipment Use Policy**

Please let us know if you would like this document translated or enlarged.

1. **MEMBERSHIP**
	1. You must be age 18 or over to borrow equipment from Carlton Kitchen Library (CKL).
	2. Prior to borrowing kitchen equipment, you must
		1. Complete a Membership Application;
		2. Sign the Liability Waiver;
		3. Sign this Membership Agreement & Equipment Use Policy; and
		4. Have your residence confirmed by a CKL staff member or volunteer
		5. Have your identity verified by a CKL staff member or volunteer

Valid forms of identity include a valid government-issued photo ID and a second form of identification that includes a current address.

1. **VOLUNTEER LIBRARY DUTY**
	1. We ask that all Members complete 2 Volunteer Library Duty sessions per year, or pay the $70 duty levy in lieu of volunteering.
	2. Volunteer Library Duty sessions are 2 hours at the Carlton Kitchen Library and involve helping to clean and sort returned items.
	3. You can nominate days for your duty sessions via our online sign up web page.
	4. If volunteering at the Library won’t work for you, there are other volunteer duty opportunities, for example helping at events or community meals, volunteering your professional expertise or skills e.g. marketing advice, social media support, tag and testing, graphic design, grant writing, etc.
2. **BORROWING AND RETURNING KITCHEN EQUIPMENT**
	1. Each Member may borrow up to 4 items for 2 weeks.
	2. Kitchen Equipment can only be renewed once, meaning the total borrow period is a maximum of 4 weeks.
	3. It is your responsibility to return the items you have borrowed thoroughly cleaned and ready for the next person.
	4. Please ensure that all equipment is used “gently” to avoid scratches or general damage.
	5. “Day-of return” renewals may be possible; however, Borrowers must be prepared to return all items by the return date. Carlton Kitchen Library may refuse or limit renewals, based on demand.
	6. Carlton Kitchen Library will be open for Members to borrow and return Kitchen Equipment at the times listed on the website <https://carltonkitchenlibrary.myturn.com>. These opening hours are subject to change.
	7. Kitchen Equipment may only be returned during the Carlton Kitchen Library’s opening hours.
	8. All online reservations must be confirmed by a CKL staff member or volunteer.
3. **SAFE USE OF KITCHEN EQUIPMENT**
	1. CKL staff and volunteers are available to assist in explaining how each item is to be safely used. However, by borrowing an item, the Member is certifying that they are capable of using that item in a safe and proper manner.
	2. Only the Member is authorised to use the borrowed Kitchen Equipment. The Member must not allow Kitchen Equipment to be used by any other person unless with written permission from the CKL.
	3. The Member agrees that if any borrowed Kitchen Equipment becomes unsafe or in a state of disrepair, they must immediately discontinue use of the Kitchen Equipment and notify the Carlton Kitchen Library of the issue on return, if not earlier.
	4. If you are unsure about how to use an item, please seek advice from Carlton Kitchen Library prior to use.
	5. Appliance guides will be located at the Carlton Kitchen Library and made available online, where possible. Please take a copy if you are unsure of how to use the item.
	6. For electrical safety information visit: <https://esv.vic.gov.au/safety-education/electrical-safety-at-home/using-electricity-safely/>.
4. **OVERDUE ITEMS**
	1. The Carlton Kitchen Library is a shared resource for the whole community. We ask that you respectfully return items on time, so all may have a chance to borrow them. If an item is returned late, the Member will be responsible for a late fee. This late fee will be $1 per day for every day the Library is open until the item is returned.
5. **MISSING PIECES**
	1. Please ensure Kitchen Equipment is returned with all pieces included. Please let CKL staff or volunteers know if any pieces are missing.
6. **BROKEN KITCHEN EQUIPMENT**
	1. If Kitchen Equipment is broken or not working properly please tell us so we can fix or retire it.
	2. The Member agrees that Carlton Kitchen Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed Kitchen Equipment.