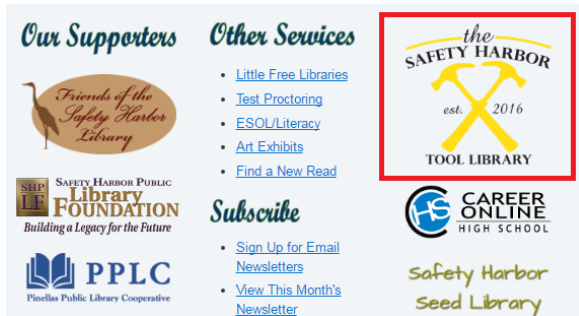




How to Create a Tool Library Account and Reserve Tools Online

1. Visit SafetyHarborLibrary.com and find the **Tool Library** link.



This will open the Tool Library website!

2. You will need to create an account the first time you use the Tool Library. So in the top right click on **Create Account**.



3. On the next screen, enter your personal details, including your name, e-mail, and library card number. You will also create a username and password which you will use to login to place reservations.

4. You will then be required to read and initial the tool library release form and borrowing guidelines. On your first visit to check out tool you will also sign a paper copy of these. Once you have initialed both agreements you will be taken to your account page. Here you can update your contact information.

My Account

Editing library's

Personal Info Primary Info Secondary Info

Personal Info

First Name
Library
Last Name
lover
lover
Email
lover@fakeemail.com
Address

City

Country
United States
State

Postal Code

5. To browse or check on the availability of tools, select **Inventory**, next to the Home button at the top left. This will give you a list of all the tools we have in the Tool Library. If you are looking for something specific, you can type in what you are looking for in the Search Inventory field at the top right. Or filter through the categories by selecting the options in the left sidebar menu. To learn more about a tool, click on the name, and you will get a more detailed description.

Home **Inventory** Search Inventory

"Power Tools" 35 results

Sort By Relevance

the SAFETY HARBOR
est. 2016
TOOL LIBRARY

Search Within... x Q

Availability
 In-stock now

Type
Power Tools x
Corded & Plug-in 34
Grinders 1

Bench Grinder
In-Stock Reserve

Blower
In-Stock Reserve

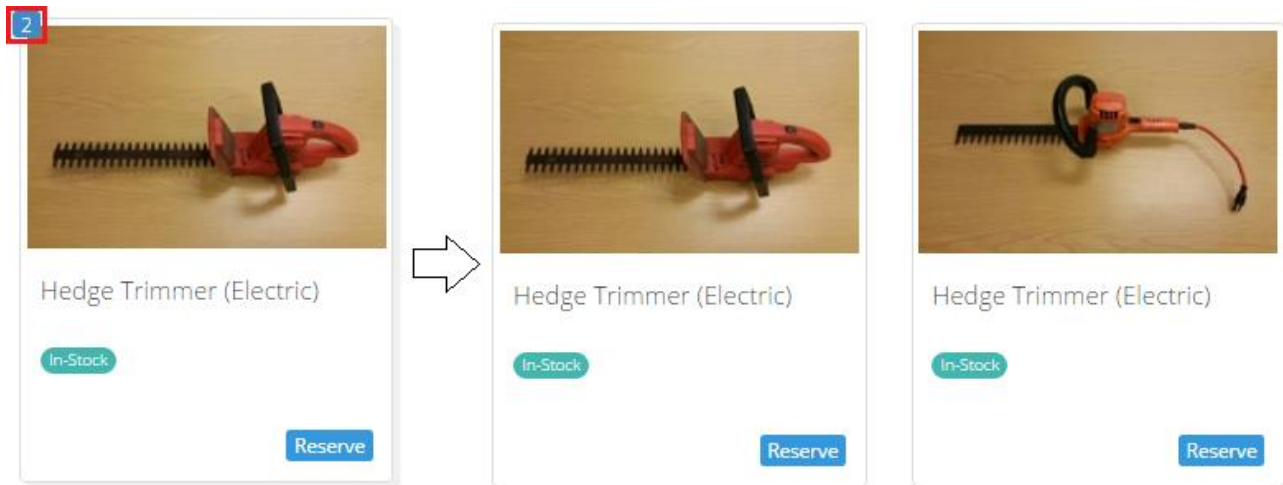
Chainsaw, 14 inch (Electric)
In-Stock Reserve

Chainsaw, 16 inch (Electric)
In-Stock Reserve

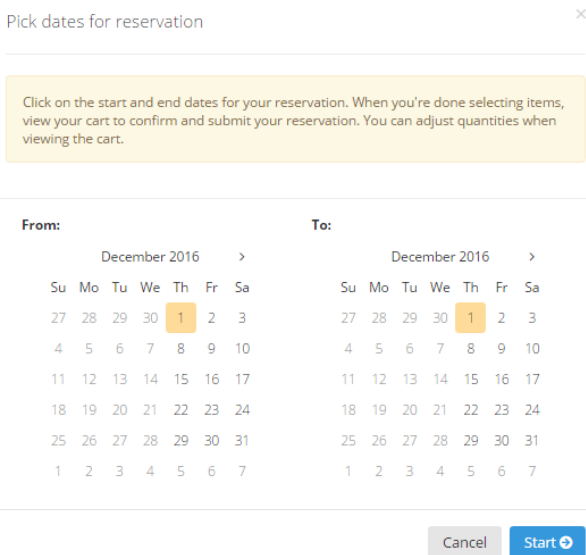
Cutout Tool, Rotary
In-Stock Reserve

Electric Drill Set
In-Stock Reserve

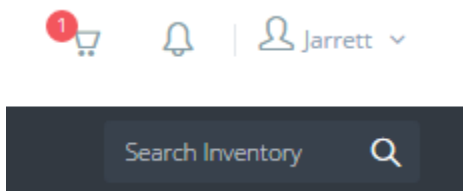
- You will notice that some items have a blue number in the top left of the item. This means there are multiple items available for this listing. Click the number to see different items. You may reserve specific items in this way, otherwise the first available item will be selected.



- Once you have found a tool that you want, click the **Reserve** button and a calendar will pop up. You must choose at least one day later than today's date. For example, if today is December 1st, you can select December 2nd or 3rd as your pickup date. You may select dates further in advance but keep in mind that they are contingent upon the prior user returning the item on time. All tools check out for one week maximum.



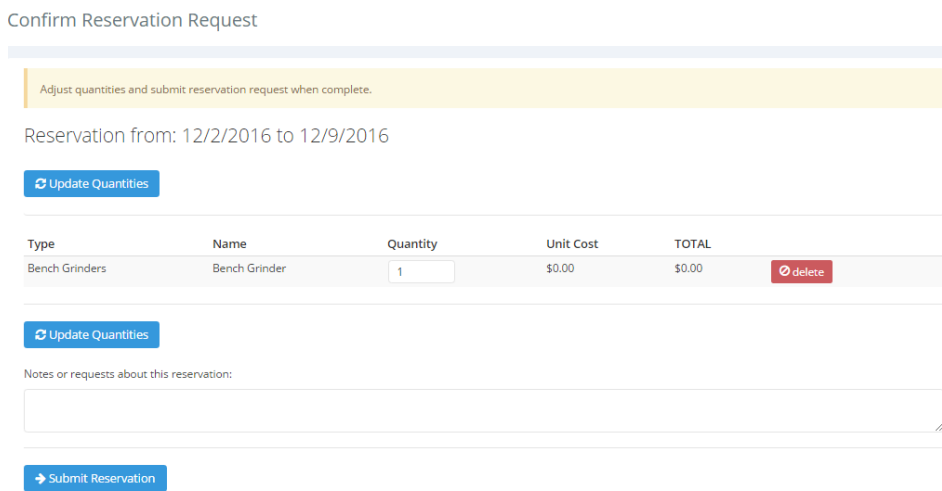
- When an item has been added you will see a red number show up next to the cart icon in the top left of the page, showing how many items you have added to your cart. Repeat steps 5-7 until you have added the items you wish to reserve. Please keep in mind that there is a check out limit of 6 items at a time.



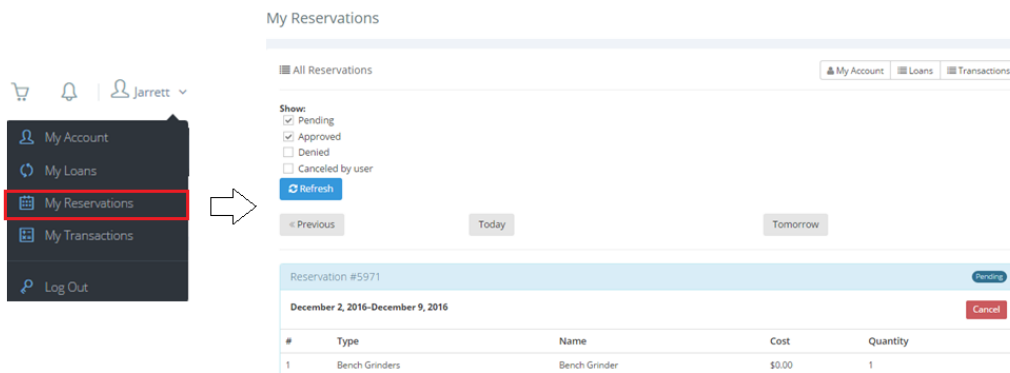
9. Once you have added all the items you want, hover the cursor over the **cart icon** and you will see a menu with the options to **Check Out** or **Cancel Reservation**. If you are all set, click **Check Out** to proceed.



10. A page will load which shows all the items you added. Here you may delete items you no longer want. You can also leave notes here. Once your order is ready, click **Submit Reservation**. You will then receive an e-mail confirming your reservation has been submitted. We will receive a copy as well and will review the order. Later, you will receive an e-mail confirmation that the items are available and the reservation has been accepted.



11. You can always login and check the status of your reservations by clicking on your name in the upper right hand corner and choosing **My Reservations**.



12. Come in during tool library open hours (Thursday-Friday, 11am-5pm and Saturday, 11am to 4pm) and visit the Answers Desk to pick up your tools. If it is your first time checking out tools, you will need sign the release form. Once you have tools checked out, you can always double check the due dates by logging in to the Tool Library site and clicking on **My Loans** in the user menu. Please see our **Borrowing Guidelines** for more information on lending period, how to return tools, and possible fines.