

Update 5/13/2018 of draft by mjd Please send any questions on the following (or enhancement suggestions) to info@VashonTools.org

Welcome to the VTL Volunteer Team

Thank you for volunteering your time to the VTL. We run on volunteers so our mission is not possible without you! Many of you are experienced craftspeople or mechanics who have a solid knowledge of how tools work and how to safely operate. The procedure manual helps us deliver a consistent experience to our members and makes safety and education a priority. You will go through a formal training before your first solo shift that goes over all of the processes below. This document will be at the checkout desk and online if you need to look something up. Again thank you for volunteering your time and we believe you will enjoy providing the library service to our Vashon community.

Opening the Library - O-Space

First, make sure you have the following:

- a. The 4-digit building alarm code
 - b. The building key is stored in the key box outside the door of the O2 building. The numerical codes for the key box and the alarm are available from the volunteer coordinator.
- 1) Using the building key, unlock the door at the west end of the building.
 - 2) On the wall just south of the west door, check to see if the alarm is on – it should be making beeping noises if it is. If the alarm is activated:
 - a. Enter the 4-digit code
 - b. Press “Enter” button to disarm the alarm.

The building may be open already, in which case this step is unnecessary.

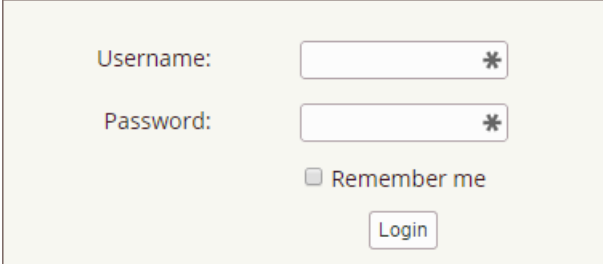
- 3) Turn on the lights at the tool library area, if they are not already on. Go to the large circuit box a few feet south of the west door and turn on the coupled breakers 23/25, and 27/29: these are also labelled “Lights 4” & “Lights 5” in black marker. They take some time to warm up, but will give plenty of light when they do.

- 4) If the building is uncomfortably cold, turn on the building heater. The breaker for that is the upper left breaker. Turn that on to get the heater going. Back in the Tool Library area, there is also a small heater near the desk. You can turn that on also for a little bit of heat. The cord is hanging behind the west shelves.
- 5) Put out the 3 signs that tell everyone that you're open. All should fit in the back of a regular compact car, or in the back seat:
 - a. The first sign goes out at the Vashon Highway at the corner of 188th. It's a two-sided sign, with large lettering.
 - b. The second has only one side and smaller lettering – it goes on the left turn onto 103rd.
 - c. The third sign should go where the left turn into the Open Space parking lot
- 6) To turn on the computer, press rectangular button at top center of the gray box. The account is **tools**, and the login password is **tools**.
 - a. There is also a wireless printer there, and you can turn that on as well.
- 7) On the computer, open a browser to access the inventory system:

- a. Open a browser, such as Chrome (): Double click that icon and log in to the inventory site:

<https://vashon.myturn.com/library/login/auth>

- b. Log in using your personal login and password:




The image shows a login form with a light gray background. It contains two input fields: 'Username:' and 'Password:', each followed by a text box with a small asterisk icon on the right. Below these fields is a checkbox labeled 'Remember me'. At the bottom center of the form is a button labeled 'Login'.

- c. Here are some helpful pages: These are bookmarked.
 - Due today (“Loans” / “Due Today or Overdue”)
 - Checked Out list (“Loans” / “All Checked Out”)
 - Reservations for today (“Inventory” / “List Reservations”)

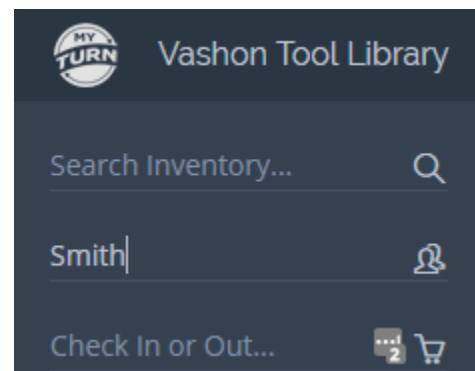
Now, you're ready to go!

Closing the Library

- 1) Turn off AND UNPLUG the desk heater.
- 2) Turn off the computer and printer:
Windows button / "Shut Down"

- 3) Collect the three signs from their spots and bring them back to the library.
- 4) Be sure that all of our equipment is within our taped boundaries, particularly ensuring that the fire aisle from the building's west door to the east door is clear.
- 5) If no one else is in the building:
 - a. Turn off the lights that you turned on.
 - b. Turn off the building heater, if it is on.
 - c. Set the alarm using the code:
 - i. Enter the 4-digit code
 - ii. Press 'Enter' button
 - iii. You have 60 seconds to get out
 - d. Exit the building and lock it.
- 6) Put the key back into the key box where the next volunteer can get it.

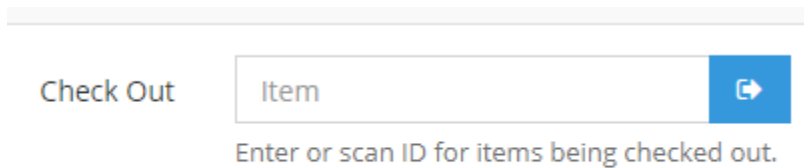
Checking Out Tools


- 1) First, sign on to the Vashon.MyTurn.org web site. If you are a tool librarian, you will have administrator privileges, which means that you can check tools in or out. You will see the administrator dashboard, which includes the features you will need to manage the library for your session.
- 2) Enter the user's name in the User Search box and pull up their membership file. Check to see that the customer is a valid member by looking



at their expiration date, otherwise they cannot check out tools. If the not a valid member, see [Signing up a Member](#).

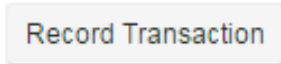
- 3) Click the Check In/Out option and look to see if the member already has items checked out, and see if any are overdue or due soon. Offer to renew them if the member wants.
- 4) Identify the tools by their VT numbers or from the photos that are on the database. Be sure to get the correct ones, since many tools look alike.
- 5) Enter each VT number into the Check Out box in turn and check to see that the right tool is shown in the list.



Check Out 

Enter or scan ID for items being checked out.

- a. At the bottom of the page, click Record Transaction”



- 6) Inform the member of the tool’s return date.
- 7) Please remind the member that VashonTools does not supply consumable items (sanding belts, blades, etc.), so they may have to go buy these. They are encouraged to donate any usable items for the next member. (Important)
- 8) Most important aspects of checkout are SAFETY and EDUCATION. We want to check out tools that are in safe working order and make sure the users know how to safely use the tool FOR THE INTENDED PURPOSE.
 - a. For power tools, plug in tool and verify operation with the user.
 - b. Review any safety features, example the 2 button operation on the saws.
 - c. Check fluid levels for lubricants.
 - d. Check rechargeable battery and ask that the user bring back the battery fully charged.
 - e. Explain importance of quality extension cords. If User does not have a good cord we can check out ours. Not recommended over 100 feet.
 - f. Explain that if they do wear out a blade or other consumable item we appreciate if they replace the part. We will do the installation and testing

to make sure it is installed correctly. Note: We should price out the consumables and put in the database, example a chainsaw is 22\$. Circular saw blade is 7\$. Then we can provide that info on checkout.

Checking In Tools

1) ASK ABOUT THEIR EXPERIENCE

Ask how the tools worked for them. See if there were any problems using the tools, or if they have failed to function in any way. If the member reports a broken or inoperative tool, ask what happened. Broken tools should be tagged with an orange tag that describes the problem, and then moved to the repair bench in the back. If a member broke a tool, they are obligated to fix it – see what they are willing to do about that. Make a note in the member’s file if there are any difficulties. A good way to present this is that the VTL is a cooperative model, and if a user renders a tool inoperable then another user missed the chance to use the tool. We act as stewards of the system, enforcing policies that make the library sustainable and keeping costs down in general for all users. In my experience most users are very amenable to this policy and purchasing consumables still makes the VTL model economically favorable.

2) INSPECT IT *

Check over the tools that are being returned. They should have the correct VT number and be **clean** and in working condition. If not, have a discussion with the member about what to do. Members are reminded of their responsibility to take good care of tools, so any real damage can be addressed and must be repaired or replaced.

3) CHECK IT IN

Enter the user’s name in the User Search box and pull up their membership file. Check to see that their membership is still valid. If it has expired, encourage the member to renew and make an annual contribution. Look at the tools that the members has checked out to see if they are overdue. Late fees are due on tools that are overdue at a rate of \$.50 per day per tool. We are usually flexible about the fees if they are too large, but encourage the member to make a contribution to help the library. For each tool that is on the list

- a. **To renew it**, click “Renew”
- b. **To check it in**, click Check In

- c. When all tools have been processed, click Record Transaction” at the bottom of the page

Record Transaction

4) PUT IT AWAY

Return the tools to the shelves in the appropriate place. They should be put in their original area, so that they can be easily found by others. The database indicates the location aisle to help out.

If the tool is damaged then put on the back bench with a tag on what is wrong.

Signing Up a New Member

- 1) Ask the member to fill out and sign the three written forms. These include:
 - a. The Membership Application
 - b. The Liability Waiver, and
 - c. The Borrower's Agreement

All three of these forms **MUST** be filled out and signed properly before the member can borrow tools. The forms are located on the clipboards (**Filing cabinet**).

(If none can be found, they can be printed off of the web page using our office printer. Click the [three steps to become a member](#) link on the home page and go to step 2, where all three forms are available.)

NOTE:

- 2) Once the paper forms have been filled out, the next step is to ask the member to fill out the online form. On <https://vashon.myturn.com>, click "New Member" under the "Members" tab to bring up the form. Or the member can use their **device** to click the [three steps to become a member](#) link on the home page.

IMPORTANT! Make sure the form is submitted before they leave. It's easy to not submit it, and then we must ask them to do it all again! Sign the completed form as the library representative and file it in the alphabetical file located in the lower drawer of the desk.

- 3) Ask the member for a donation to the tool library to keep it going. Suggested donation for regular annual membership is \$40, but other amounts are fine – whatever the member can afford. No one is to be denied membership on account of cost.

NOTE: All cash and checks received go in the upper middle drawer of the toolbox, with a note describing where they came from and what they are for - new member, renewal, late fee, donation, etc.. This drawer is locked at the end of your shift. The bookkeeper will pick up these receipts from time to time.

Checks are made out to “**Vashon Tool Library**”

Credit card transactions are processed on the iphone 4 connected to the PC.

1. Open the Square app on the iphone
 2. Select the list of payment types at the bottom of the screen
 3. Identify the type of payment – new member, renewal, etc.
 4. Enter the amount.
 5. Slide the credit card.
 6. Ask the member to sign using a finger.
 7. Ask whether a receipt should be sent.
- 4) When the forms are in order, change the member’s category **on the Vashon.MyTurn.org site** from **request** to **regular** at the bottom of the form.
- a. Bring up the members account.
 - b. Click on Membership
 - c. Change membership type to regular.
 - d. Enter the amount that the member has donated in the appropriate space.
 - e. Record the membership

This authorizes the member to check out tools.

Accepting Tool Donations

- 1) Check to see if the donated tools are acceptable. We are currently accepting only hand and electric tools, nothing fuel-powered. We also accept tools operated by air pressure (compressor) The tools should be in working condition and in reasonable shape. If you have time, plug in the electric ones and see if they work. If we can't accept the tool, explain the metal recycling service at the dump or if Granny's may be able to use it.

- 2) Ask the donor to fill out the Donation Form. This serves as a record of the donation and helps with grant proposals as well as the donor's taxes. The donor should put an estimated value for each item. If there are a lot of small items, they can be grouped. If the donor wants a copy of the form, one can be made on the printer on the desk using the copy feature. If the donor doesn't want to fill out the form, they can be recorded as anonymous.

- 3) Thank the donor, and ask if they are current members, or would like to be put on our email list. They can just add their names to the signup sheet, or if they are more interested, see Signing up a Member.

Adding Tools to the Inventory

- 1) Make sure you're logged in to the MyTurn database (<https://vashon.myturn.com/library/login/auth>).

- 2) The ID Number:
 - To find the item's number, locate the piece of paper on the clipboard on the desk, with "Tool no." above the first column. IMPORTANT: in the next empty spot, write the name of tool you're adding.
 - Write that number on the item. There are white and black paint markers in the black metal cabinet next to the desk. The preferred label is VT####, but if the tools are small, use just the four digit number.

- 3) The Picture:
 - Take a photograph of the tool for the database.
 - Upload to the library computer's image directory (**\\Libraries\Documents\Public Documents\Vashon Tool Library\Photos\Inventory Photos**). Use a USB cable, the SD card reader that's attached to the computer, or you can email it to yourself and upload it to the image directory. You can take a picture with the attached Iphone and then navigate to the photo storage of the Iphone to select the image.
 - Rename photo to VT###.

- 4) The Database:
 - a. **QUICK METHOD:**

If you're adding an item like one that we already have, do this:

 - Navigate to the existing item in the browser;
 - Click "Copy & Edit". This will bring you to a pre-populated version of the "Add Item" page;
 - Add correct VT# in "Item ID", as well as its picture; and

- Click ‘Save’

b. LONGER METHOD:

This is for adding items which have no identical counterparts in our inventory.

- On the “My Turn” site, go to “Inventory / Add New Item”
- To choose a category, either browse or search.
- Fill in the following fields:

Item ID	VT### (No need to enter UPC or serial)
Name	The common name of the tool
Manufacturer & Model	If available
Serial Number	For new or nearly-new tools
Description	Especially useful for different names which can be searched on, such as “weed eater, AKA weed whacker, weed eater” Also add any details to this that help describe the tool, such as 6 /12” circular saw or 50’ Extension cord
Image	Upload photo: Click “Choose File” and select the photo for the tool
Categories	Use your best judgement, you can choose more than one
Condition	1 (poor) to 5 (near new) – though we should not be adding poor quality tools to the inventory!
Source/supplier	The donor’s name, or anonymous, or unknown
Replacement cost	Best guess

Once you’ve filled out the form, press ‘Save’ to record it in the database.

If you're adding more tools, press 'Save and Add More'.

Online Volunteer Schedule

You can sign up online for volunteer librarian shifts. There is an online schedule that allows you to select any available shift and record it so that others know you have taken it. To sign up go on the web to.

<http://box.com>

1. Login with the username info@vashontools.org
2. Give the password "Bro0adfor6"
3. Look for the file "Shift volunteers" and click on it. It will open as an Excel-style spreadsheet.
4. Select a shift, fill in your name, and record the updated spreadsheet.