



## NOTICE TO ALL MEMBERS

# RENEWAL PROCEDURES

**LOAN RENEWALS ARE NOT SOMETHING THAT WE CAN GUARANTEE AND SHOULD NOT BE TAKEN FOR GRANTED.**

**WE ASK OUR MEMBERS TO KEEP THIS IN MIND AND FOLLOW THESE PROCEDURES WHEN REQUESTING A RENEWAL:**

- **E-mail [membership@hnltoollibrary.org](mailto:membership@hnltoollibrary.org) at least 24hrs before** your loan is due, and specify which items you would like to renew and for how many days. (max 7)
- A Librarian will get back to you after having evaluated whether your renewal can be allowed. **In the occasion you do not hear back from us in time, please return the items on the original check-in date.** Failure to do so will result in late penalty fees.
- If renewal is accepted, return items on the new due date. **Each tool can only be renewed once.**
- **Once an item is checked in, it may not be checked out on the same day.** This is to ensure tool-availability for your fellow members.

**MAHALO FOR YOUR COLLABORATION,**

**THE HNL TOOL LIBRARY TEAM**