

## ToolBox Project Inventory Development Policy

The ToolBox Project (TBP) aims to serve people in our community who cannot or do not want to buy, own and maintain every tool they might need for a project. The TBP's inventory fills gaps in our neighbors' collections of home and building construction, maintenance and repair tools, yard and gardening tools and implements. Anyone in Lane County is welcome to join the TBP, including small business owners.

The goals of this Policy are

- \* to set limits on the scope of the inventory
- \* to identify priorities in the selection of tools considering overall balance in the inventory, specific needs, and what will be widely used
- \* to describe reasons why a particular donation could be rejected or a particular request to purchase could be denied or deferred
- \* to detail the desired characteristics of tools in the inventory
- \* to make clear how to decide a given tool is superfluous
- \* to describe who is responsible for making decisions
- \* and to outline how things will be discarded.

The Inventory Development Policy (IDP) will be accompanied by addenda: I. Characteristics of tools in undesirable condition, II. An internal quantities list (for example, "how many pairs of pliers. . . ?"), and III. The IDP Distilled, for potential donors. The Policy will be reviewed and updated annually by the Operations Committee or other group of TBP members, volunteers and/or staff.

### DONATIONS, PURCHASES and DESIRED CHARACTERISTICS

We reserve the right not to accept a donation for any reason. All donations become the property of TBP and may be disposed of or re-purposed at any time under the discretion of TBP staff and volunteers.

We will review any tool being donated initially for its suitability to our mission, whether it's working as designed, state of repair and repairability, and quality. Tools received or purchased by TBP must be operable and safe or require minimal repairs or service at time they are inventoried. Tools in our inventory should be likely to be used by our members, of high quality to ensure usability and to minimize risks, and require as little maintenance effort and ongoing cost as possible. TBP staff and volunteers judge the quality and fitness of any tool by determining brand, model and manufacturer's intended use, learning from the donor or from sales information about the tool, and testing the tool. For safety reasons, TBP only owns and lends power tools that are well designed and properly insulated and/or grounded.

Tools that have limited, highly-specific uses or esoteric applications may not be accepted or sought out. Tools in inventory should also be usable by as many different users as possible.

We may include in inventory sturdy, capable, long-lasting "contractor-grade" tools as well as less heavy-weight, likely shorter-useful-life iterations of the same tool, for less demanding jobs and member/users who would use smaller or lighter weight tools. How many to own of each tool will depend on the tool.

TBP currently owns and loans out only tools that are designed to be easily portable and that we can physically manage and store. We are not currently inventorying any power tools that use an internal combustion engine. We have limited need for metal-working, welding, & machine tools.

## SCOPE and RESPONSIBILITIES/CHAIN OF COMMAND

The inventory of the TBP should not duplicate any other sharing economy resource in Lane County. The mission of the TBP overlaps in complementary ways with nearby programs of Campbell Community Center Woodshop and Willamalane Woodshop for example, but note both those organizations limit use of their tools to on-site users only.

TBP staff, Operations Committee, and volunteers will review usage statistics and condition to determine whether a given tool should stay in inventory, or whether more iterations of that tool should be added. We will encourage and pay heed to member input both about the condition and maintenance state of existing tools in inventory, and about what tools should be added.

We will regularly re-visit the TBP statement of mission to judge which tools should be added to fulfill that mission. In addition, trusted members of the TBP community will be consulted ad hoc and regularly as to what tools are lacking and what tools would serve members well, and we may utilize public and internal "wish lists" to help discover desired items, and to help develop inventory.

The TBP Operations Manager can approve or reject the addition of any tool to our inventory unilaterally prior to consulting with any other staff or volunteers. Head Librarians on-shift when TBP is open can reject or provisionally accept any donation. The Operations Committee, when reviewing and approving additions to inventory, will decide on a consensus basis.

## DISCARDS and SUPERFLUOUS ITEMS

A tool that is discovered to be inoperable, broken, not working as it should be, unable to be repaired, or missing parts may be disabled in inventory on the spot. See TBP borrower policies for information about member liabilities. We will leverage staff and volunteers' experience to judge whether a given tool should be repaired or discarded.

TBP manages discards including surplus tools and consumables in a number of ways throughout the year. We sometime put tools or consumables in the trash or recycling. Sometimes we give things away at the ToolBox Project, first-come, first-served. We donate to

BRING Recycling, Habitat for Humanity, etc. TBP also sells tools and consumables to community members during open hours, via personal connections, via Craigslist ads, and during fund-raising events. Proceeds from sales go into the general fund.

#### Addendum I. Some characteristics of tools that may be rejected or discarded

Any tool that is judged to be unsafe by TBP staff or volunteers. Tools that do not suit our mission, or that we cannot easily manage and/or store.

Bladed hand tools that have integrated blades that are not straight, sharp, or close to original manufacturer's specifications. This include saws that don't have replaceable blades, for example, but also screw- and other drivers -- blade, Phillips, square-bit, hex, Torx, etc.

Wrenches and sockets that have stripped engaging faces.

Power tools that smell when the motor is on, or that run hot. Power tools that run only intermittently or shut off on their own. Any corded power tool that has cuts or cracks in its power cord may be discarded or repaired, at tool fixer discretion.

Cordless tools with low-performing batteries, for which replacement batteries are cost prohibitive or cannot be obtained.

Tools of any vintage that do not have current operability or adjustability features, or that lack safety features such as proper insulation, a brake on the motor for a tool that usually has one, or noise limits. Any tool that is too dirty or will be too difficult to clean.

Tools of any vintage that do not use standard blades, bits, etc. or for which it is difficult to find required consumables. A power saw that wants a proprietary size blade, for example. A biscuit joiner that only works with biscuits that are impossible to acquire, or a stapler that takes non-standard staples, for example.

#### Addendum II. A list of quantities

( "How many is too many?!?!" )

. . . informed by circulation statistics

and constrained by TBP space and suitable storage availability

*in-process*

#### Addendum III. The Policy Distilled

(for potential donors)

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- \* We do not accept gas-powered tools or metalworking or machine tools.
- \* The Head Librarian on-shift at the library is empowered to accept or refuse any donation.
- \* Fill out the form at <https://www.eugenetoolboxproject.org/donations.html> or email or stop by if there is anything special about what you would like to give us.
- \* If we are not able to include your donation in our inventory, we may sell it and use the money for operating costs or to purchase other suitable tools.

**Other organizations that may be interested in donations TBP doesn't want:**

Habitat for Humanity ReStore  
Assistance League Thrift Shop  
Bring Recycling  
Goodwill Thrift Shops  
Habitat for Humanity ReStore  
pawn shops & resale/consignment stores  
Salvation Army Thrift Shop  
Sara's Treasures Thrift Shop  
St. Vincent de Paul Thrift Shops  
Teen Challenge Thrift Shops

