

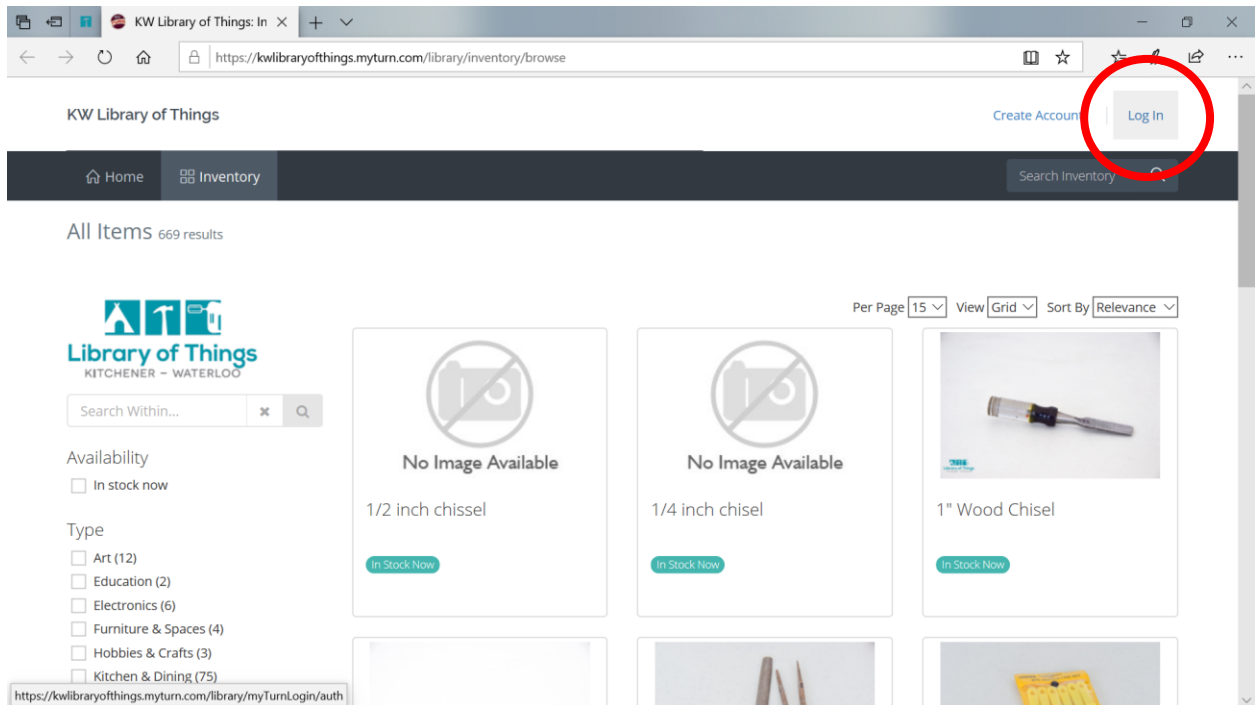
Hi there!

Thanks so much for your interest in becoming a KWLOT member! Below are step-by-step instructions on how to sign-up for your annual membership using our online payment system.

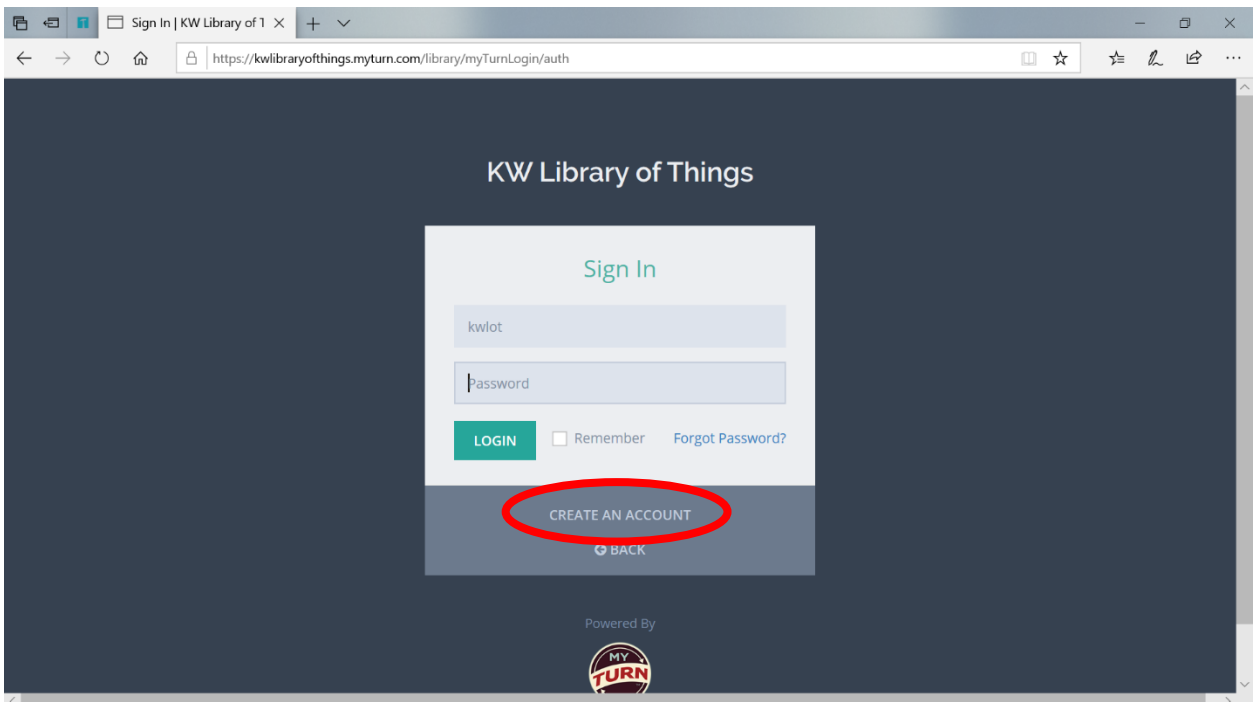
### Signing up for KWLOT Online:

1. Go to <https://kwlibraryofthings.myturn.com/library/inventory/browse>.

In the top right corner, click “Log In”.



2. When you click the “Log In” button, it will take you to the following screen. Click the “Create an Account” option.



### 3. You will then be able to enter your information.

The screenshot shows a web browser window with the URL <https://kwlibraryofthings.myturn.com/library/createUser/create?requestedFormat=>. The page title is "KW Library of Things". The main content is a "Sign Up" form with the following fields:

- Enter your personal details below:
  - First Name
  - Last Name
  - Email
- Enter your account details below:
  - Username
  - Password
  - Re-type Your Password
- Address
- City
- Country (dropdown menu, currently showing "Canada")
- Province (dropdown menu)
- Postal Code
- Phone

At the bottom of the form, there are two buttons: "Cancel" and "SUBMIT". Below the form, there is a link: "ALREADY HAVE AN ACCOUNT? FORGOT YOUR PASSWORD?"

### 4. After you enter your information you will have to agree to our Borrowing Policy and Indemnification Form.

The screenshot shows a web browser window with the URL <https://kwlibraryofthings.myturn.com/library/agreementSignature/signAllNeeded?andThen=https%3A%2F%2Fkwlibraryofthings.myturn.com%3A>. The page title is "User Agreements". The main content is a "Borrowing Policy and the Indemnification Form".

By purchasing a membership you are stating that you have read, understood, and agree to both the KW Library of Things Borrowing Policy and the Indemnification Form detailed below.

**KW Library of Things - Borrowing Policies**

- Members must be 18 years of age or older to become members of the KW Library of Things (LOT).
- Prior to borrowing items, all Members must (a) complete a Membership Application; (b) sign the Indemnification form; (c) sign the Borrowing Policy form; and (d) have their residence confirmed by a LOT volunteer or member of the staff. Verification of the Member's identity and residence is accomplished by providing a valid government-issued photo ID that includes a current address.
- The Member is responsible for ensuring that the information that they provide on the Membership Application is current, true, and correct and shall update this information if it changes. LOT reserves the right to verify information provided by a Member.
- Only members are authorized to use LOT items. Members shall not permit the use of LOT items by non-members. If damage to any item occurs as a result of the use by any non-member, the member who signed out the item will be responsible for repair costs or replacement.
- Items may be borrowed for a period of 7 days. All items borrowed are to be returned to the LOT by close of business on their due date. Items may only be returned during hours specified by the LOT.
- If an item is returned late, the Member will be responsible for a late fee of \$1 per item per day. There are no renewals on items. Late fees are capped at the full replacement cost of the item. Late fees are subject to change.
- LOT reserves the right to replace severely delinquent items (items overdue by 30 days or more) by holding the Member responsible for the full cost of replacing the items. Fees must be paid in full before borrowing additional items.
- All items are to be returned in the same (or better) condition as they were issued, subject to normal wear and tear. All items must be returned clean. The Member agrees to pay for the loss of or damage to any item or part thereof, and further agrees to accept LOT's assessment of condition of items and to further agree to LOT's assessment of fair restitution for damage, distress, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
- LOT reserves the right to take appropriate steps to retrieve delinquent items or unpaid fees and fees, including the use of a collection agency and/or legal action and assess the delinquent Member with the cost of any such action. LOT also reserves the right to forgive fees due to special circumstances.
- The Member agrees that the LOT is not responsible for any manufacturing, material, or quality of workmanship defects of borrowed items.
- LOT staff members are available to assist in explaining the operation of items. However, by taking possession of any item, the Member is certifying that they are capable of using that item in a safe and proper manner.
- The Member agrees that if any borrowed item becomes unsafe or in a state of disrepair, they must immediately discontinue use of the item and notify the LOT of the issue on return, if not earlier.
- The LOT reserves the right to refuse the loan of any item at its discretion.
- LOT will not accept reservations or waitlist for items in advance. Items can be signed out on a first-come, first-served basis.
- Each membership to the LOT lasts one year and is only valid for members in the same household as the member on file.
- LOT reserves the right to alter the Borrowing Policy at any point.

**KW Library of Things - Indemnification Form**

I am capable of using the tools I am borrowing. I will use the tools I am borrowing in a safe and proper manner.

On behalf of myself and my successors and assigns, in consideration of being permitted to borrow tools, take any and all claims against the KW Library of Things or Extend-A-Family Waterloo Region for any injury or injuries of any nature that I may suffer or incur in the use of the tools that I am borrowing from the KW Library of Things.

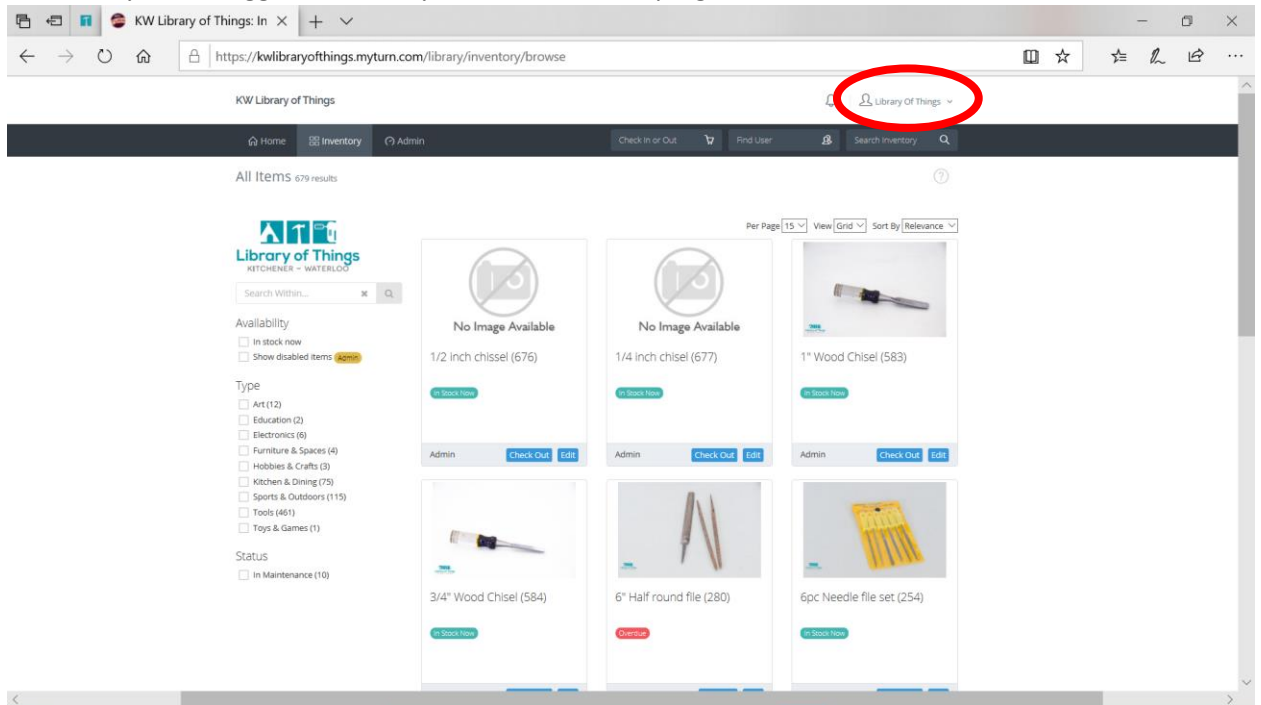
On behalf of myself and my successors and assigns, in consideration of being permitted to borrow tools, agree to release and indemnify and hold harmless the both KW Library of Things and Extend-A-Family Waterloo Region, their officers, agents, volunteers, and employees from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any person and/or any property, damage in whole or in part, or incurred by any person which arises or may arise or be occasioned in any way from the use or possession of tools I am borrowing from the KW Library of Things.

I affirm that the information I have provided in the Membership Application Form is current, true and correct and may be subject to verification. I further state that I have read and fully understand the KW Library of Things Rules and Borrowing Policies (attached) and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me.

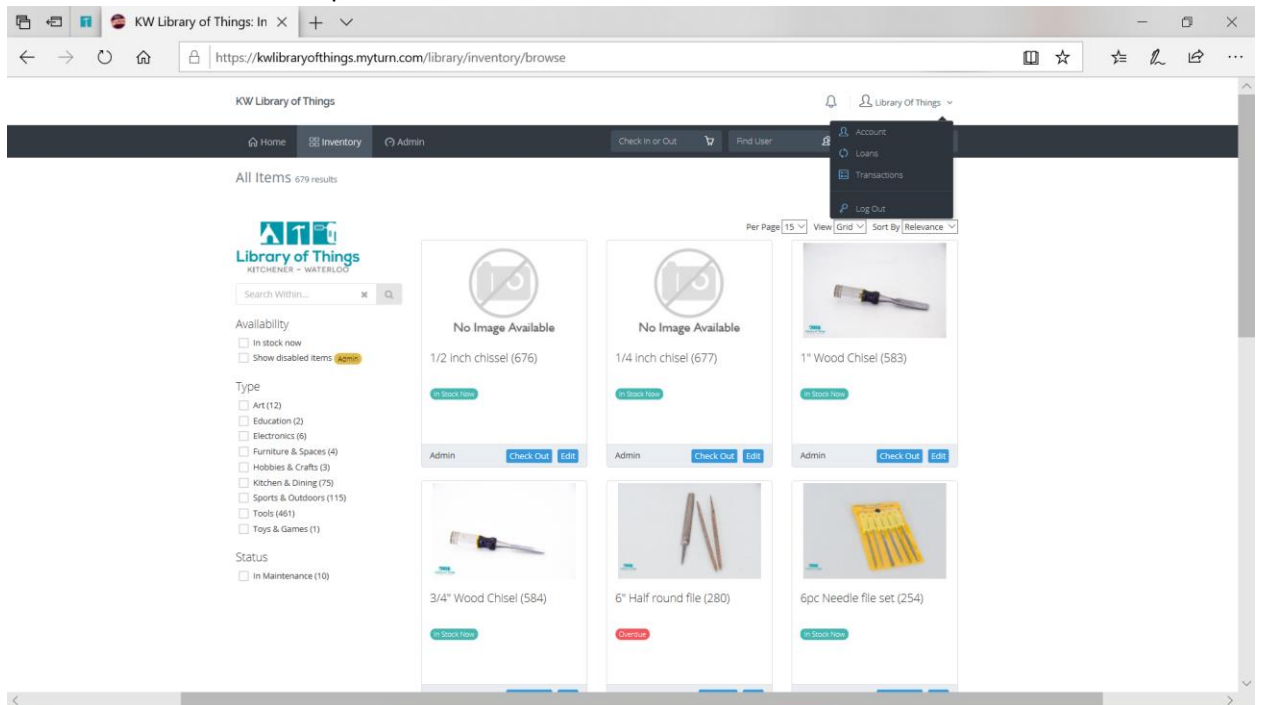
I have read, understood, agreed with, and signed both the KW Library of Things Borrowing Policy and the Indemnification Form detailed above. I will hold any and all claims against the KW Library of Things and Extend-A-Family Waterloo Region, its officers, agents, volunteers and employees.

At the bottom of the page, there are two buttons: "I Agree" and "Cancel".

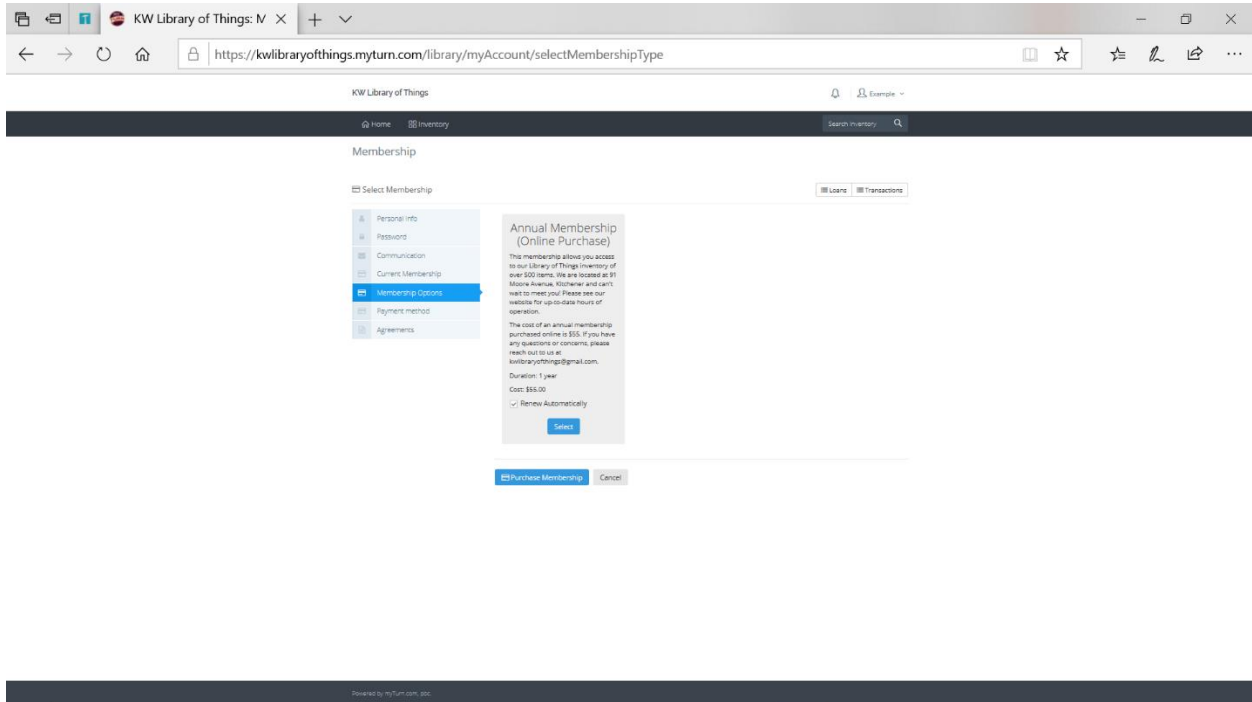
5. Now that you are logged in, select your name in the top right corner.



6. Select "Account" in the drop-down menu.



7. Select "Membership Options". You will then be able to select the annual membership option and enter your payment information.



**Please let us know if you have any questions or concerns!**

**Thanks for supporting KWLOT!**

