

## How to Reserve Tools

Patrons can reserve tools ahead of time in anticipation of a big project. Please keep our policies in mind as you plan for your home or organization's project. Below, I've also added instructions on how to reserve tools from your account. I'll be posting instructions with screenshots how to reserve on the City of Richmond website soon.

- Reservations should be submitted **at least five (5) days prior** to your start date so staff can coordinate the logistics of your reservation and to ensure tools can be available.
  - Local non-profits and agencies require reservation submissions **at least ten (10) days** in advance.
  - Up to ten (10) tools (out of those, up to five (5) can be power tools) can be borrowed at one time.
    - Local agencies/non-profits can borrow more at staff's discretion, but will require that tools be returned the next day that the Tool Library is open. Please contact us for more information.
1. Log on to your [MyTurn](#) account.
  2. Find a tool you'd like to reserve in the inventory search bar.
    - a. Click on the tool.
    - b. Each tool will show a calendar showing if it's checked out or not and when it will be available. Click on the name of the tool.
  3. Two calendars will pop up—pick the date on the left calendar when you want to pick up your tools and the date on the right will be when you'd return it (keeping in mind our loan periods). Click on “Start”.
  4. This will start a cart for your reservation. If you hover to the cart icon on the top right corner of the screen, you'll see that you are building a reservation and can continue to add items until you're ready to check out (e.g. submit your reservation for approval).
  5. Repeat this process until you have all of the tools you want in your cart.
    - a. Note: all subsequent tools added will follow the reservation dates you set for the first tool. So you can click on “Reserve” and all tools will be checked out for the same days.
  6. Click on “Check out”.
  7. You'll see a summary of the tools you requested. Write any notes about your reservation in the text box provided and then hit “Submit Reservation”.
    - a. I, or another admin, will review and approve, amend, or deny the reservation according to tools requested, and staff availability.

# 1. & 2.

turn.com/library/

Richmond Tool Library 🔔 👤 Kiana ▾

🏠 Home 🗄️ Inventory ➔ 🔍 prune |

## Richmond Tool Library

### About Us

The Richmond Tool Library came about as a result of the [Love Your Block](#) initiative and is a free service that lends building and landscaping tools to residents with the goal of providing opportunities to be self-sufficient, to take agency over their neighborhoods, and to work towards a more sustainable Richmond, California.

### Our Mission

We want build a stronger sense of community in Richmond by inviting neighbors to work together on revitalization projects. We want residents to join forces with city partners towards a shared vision and provide them with access to tools to maintain their homes and community gathering spaces. Through this resource we will reinforce local resilience and collective ownership of this beautiful city by the Bay.

### Main Website

Check out all of our information including FAQs, rules and regulations, and more on our City website!

[Richmond Tool Library - Main](#)

### Start Borrowing Tools

Ready to start borrowing some of our tools? Come in during library hours or [create an account](#) with us on this website.

### Verification -- Before You Come In

Verification is accomplished by presenting **ALL** of the following:

1. Valid Richmond Public Library card, **AND**
2. Current photo identification, **AND**
3. Proof of residency, satisfied by one of the following: current lease/rental agreement (with patron's name listed as tenant), current utility bill (with patron's name listed), or current tax bill (in patron's name) identifying ownership of property in Richmond.


Note: Patrons who rent mailboxes must provide proof of residency or property ownership in Richmond before being granted borrowing privileges at the RTL.

**\*\*\*during the process we send out a confirmation email to the email address you provide during the sign-up--keep in mind you will need to log in to your email during this time--you are welcome to log on to our computer or use your mobile device\*\*\***

### Volunteer at the Richmond Tool Library

From the beginning, the Richmond Tool Library has always had the spirit of volunteerism at its core. Volunteers are an important part of our program. The RTL is looking for volunteers to help us run the library. If you are interested in volunteering at the Tool Library, fill out our [Richmond Tool Library Volunteer Application](#) or call (510) 620-5546 for more information. We have a variety of roles for any community member who is interested.

- **Tool Repair and Maintenance Specialist (must have previous tool repair experience)**
- **Volunteer Media and Outreach Coordinator**
- **Volunteer Inventory Specialist**



### Address

3230 MacDonald Avenue  
Richmond 94804 USA

### Hours

Monday	1:00 PM - 5:00 PM (PDT)
Tuesday	Closed
Wednesday	3:30 PM - 7:30 PM (PDT)
Thursday	Closed
Friday	1:00 PM - 5:00 PM (PDT)
Saturday	Closed
Sunday	Closed

The Richmond Tool Library is a grassroots project funded by the Richmond Community and staffed in part by volunteers. We hope you'll bear with our limited schedule and reach out if you are available to help staff the library. We cannot do this work without your help. Thank you.

# 2a.

turn.com/library/inventory/browse?q=pruner

Richmond Tool Library

Home Inventory Search Inventory

"pruner" 19 results

**RICHMOND TOOL LIBRARY**

pruner

Availability  
 In stock now

Category  
Carpentry & Woodworking (3)  
Floor & Wall (3)  
Gardening & Digging (19)  
Mechanical Tools (7)

Type  
Hand Tools (16)  
Tree & Orchard Care Tools (3)

Sort By Relevance

- 1 Pruner (In Stock Now) Reserve
- 2 Hand Pruner (In Stock Now) Reserve
- 3 Tree Pruner / Pole Saw (In Stock Now) Reserve
- 4 Big Mouth Pruner (Due 3/14/2018) Reserve
- 5 Corona Hand Pruner (In Stock Now) Reserve
- 6 Fiskars Hand Pruner (In Stock Now) Reserve

pruner&type\_hierarchy=1%2FTools%7C2%2FTree+%26+Orchard+Care+Tools%7C1672

## 2b. & 3.

myturn.com/library/inventory/show/202797

Richmond Tool Library

Home Inventory

Big Mouth Pruner Due 3/14/20

Tools » Hand Tools » Pruners » Teles

Manufacturer Jameson

Pick dates for reservation

Click on the start and end dates for your reservation. When you're done selecting items, view your cart to confirm and submit your reservation. You can adjust quantities when viewing the cart.

From: March 2018 To: March 2018

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Cancel Start

Address  
3230 MacDonald Avenue  
Richmond 94804 USA

Hours  
Monday 1:00 PM - 5:00 PM (PDT)  
Tuesday Closed  
Wednesday 10:00 AM - 7:30 PM (PDT)  
Thursday Closed  
Friday 1:00 PM - 5:00 PM (PDT)  
Saturday Closed  
Sunday Closed

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myturn.com/library/inventory/show/202797?hide\_unavailable\_reservation=true

Richmond Tool Library

Home Inventory Search Inventory

Big Mouth Pruner Due 3/14/2018

Tools > Hand Tools > Pruners > Telescopic Pruner



More: Gardening & Digging

Availability:

Reserve

Manufacturer Jameson

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

today < >

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Building reservation

- Check Out
- Cancel Reservation

Mar 19, 2018 → Mar 26, 2018 edit

Big Mouth Pruner

# 5. & 6.

Richmond Tool Library

Home Inventory Search Inventory

“screwdriver” 74 results

Richmond Tool Library

screwdriver

Availability

- In stock now
- In stock during reservation dates

Category

- Carpentry & Woodworking (54)
- Concrete & Masonry (39)
- Electrical (43)
- Floor & Wall (53)
- Material Handling (2)
- Mechanical Tools (20)
- Power Tools (9)

Type

- Hand Tools (73)
- Power Tools (1)

Reserving items from 3/19/2018 to 3/26/2018

Cart

Mar 19, 2018 → Mar 26, 2018

- Big Mouth Pruner (1)
- Flat screwdriver (1)
- Hedge Shears (1)

Building reservation

- Check Out
- Cancel Reservation

No Image Available

Flat screwdriver

Phillips screwdriver

10 pc Phillips Screwdriver

Pittsburghs 3in Screwdriver

Pittsburghs Narrow 3in...

Phillips Klein Screwdriver

7.

myturn.com/library/api/reservation/cart/26501?layout=public

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[Home](#) [Inventory](#)  🔍


### Confirm Reservation Request

🛒 Reservation from: 3/19/2018 to 3/26/2018 📅 Change Date(s)

Adjust quantities and submit reservation request when complete.

Name	Requested	Unit Cost	TOTAL	Actions
✖ Big Mouth Pruner	<input type="text" value="1"/>	\$0.00	\$0.00	<a href="#">Remove</a>
✖ Flat screwdriver	<input type="text" value="1"/>	\$0.00	\$0.00	<a href="#">Remove</a>
✖ Hedge Shears	<input type="text" value="1"/>	\$0.00	\$0.00	<a href="#">Remove</a>

Notes or requests about this reservation: \*

[Save](#) [Continue Browsing](#)  [✔ Submit Reservation](#) [✖ Cancel Reservation](#)

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