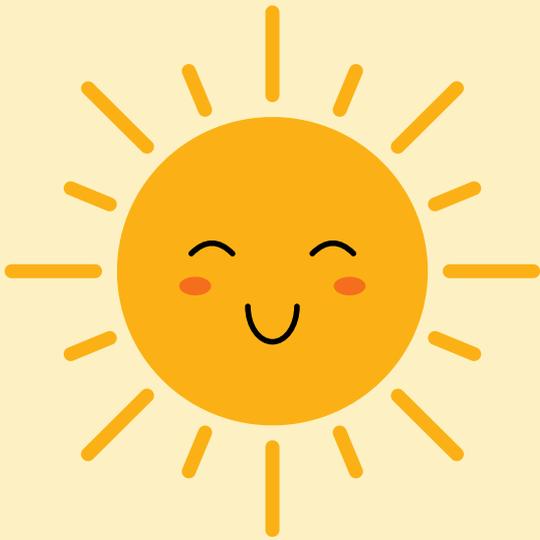


How To Guide

Setting up a tool library



Taken from a presentation by 'Fixing
for a future' - East Linton Tool
Library

Why set up a tool library?



- *Increase awareness of climate change and promote a culture of sharing and repairing.*
- *Raise awareness of the circular economy.*
- *Share and develop new skills.*
- *Build new social connections and create a sense of community.*
- *Reduce consumption.*



Recruiting volunteers

Volunteers play a crucial role in helping to run a Tool Library.



Ideas for recruiting volunteers:

- Advertising on Facebook.
- In local newspapers.



- Placing posters and leaflets in nearby towns and cafes with details of how to register interest.



Provide volunteers with an application form.

Include questions on availability and their areas of interest and expertise.

Conduct interviews



Outline the different roles and responsibilities on offer.

Recruiting volunteers



Set up a first shift with an experienced volunteer.

It is suggested that volunteers work in pairs.



Ideas for different volunteer roles:

- *Attend tool library during opening hours to assist with loans.*
- *Input data to 'MyTurn' loan system.*
- *Photograph and categorise the tools.*
- *Repair and maintain tools.*
- *Conduct electrical testing.*
- *Provide advice and information to customers.*



Setting up



Think about a location for the library.

A cabin, shed or small workshop premises - and have a laptop for clocking the tools in and out.



Have access to 'MyTurn' website, an online loaning system at a monthly cost of £25.

Members can create accounts on MyTurn, activate their membership, browse the available tools online and reserve what they need!



Produce a health and safety standards document, (which can helpfully be shared by the East Linton Tool Library) and adapted for your community.

How to obtain tools



Obtaining funding can be helpful for getting good quality tools to encourage membership.

Some ideas for funders:

- *Climate Challenge Fund.*
- *National Lottery Community Fund.*



Tool donations are also helpful.



Community Projects



Hosting community projects is helpful for engaging volunteers - and to use and promote the tools from the library!

Some ideas:

- Bug hotels.
- Bird box making workshops.
- Setting up a repair cafe.
- Delivering workshops on sewing, textile, furniture and bicycle repairs.



Recommendations



*Become a member of **Circular Communities Scotland** and **The Share and Repair Network**.*



*The **Share and Repair Network** can provide support and information on resources of funding and on learning exchanges.*

*Record carbon savings using a **Restart Project Fixometer**, which will show your contributions to reducing emissions.*

