

## BORROWER'S GUIDE

Here's what you need to know as a MCRL0T member

### The MCRL0T experience

1. Register and choose a membership (annual or PAYG)
2. Browse the catalogue
3. Reserve your item
4. Pay (if PAYG) – top up your account balance to cover the loan fee
5. Check out your item on your collection day
6. Use it!
7. Check in your item on your return date



### How to collect your stuff



- Pick up on Wednesdays & Saturdays at Levenshulme Old Library (see opening hours)
- Pay for your item (for PAYG members) before collection. **We can't take cash on the day sorry!**
- Bring photo ID
- First borrow? Bring proof of address too please.

### Borrowing limits

- Borrow a max of 3 things at a time
- Borrow any 1 item for a max of 3 weeks at a time
- Borrowing period is 7 days, but you can extend or choose a return date on reservation
- Items can't be used for business purposes, or loaned to anyone else.



### Return your item

- On time! Late fees will be added to your account if you miss your return date. You won't be able to borrow anything else until it's paid.
- Clean and undamaged please, otherwise we may charge a cleaning fee.

### Safety first!



It's your responsibility to use your item safely and for the purpose for which it was intended.

We provide a manual with most items (either paper or online PDF). Please read this carefully, especially safety and PPE instructions.

### Everything else

- Read our [Terms & Conditions here](#). It's boring but important, as these are what you agree to when you join MCRL0T.
- **Need to cancel a reservation? Email [info@mcrlot.com](mailto:info@mcrlot.com) at least 24 hours before your collection date, so others can borrow the item.**