

How to Use the Library Bike Binder

Hi! This document helps to explain how to completely check out and check in a Library Bike for a customer.

How to Check Out a Library Bike:

- When somebody wants a Library Bike, first make sure that it is a completed Library Bike, with a white numbered tag and a green tag ONLY.
- Find the Library Bike's Life Log in the Binder and check the maintenance log to make sure it doesn't need any repairs. You should safety check it now too.
- All good? Then fill out the first four columns on the front side of the Life Log, as depicted below.
- Turn to the front of the binder and in the front pocket, find the Library Cards. Give a blank one to the borrower and have them fill in their information.
- Once they have filled out the card, place it, along with the deposit, into the pink Library Bikes folder in the locker. There is an envelope for cards and one for cash—keep these separate. Simply remove the colored tags, and off it goes!

How to Check In a Library Bike:

- First: talk to the borrower and check over the bike to see if anything is wrong. IF SOMETHING IS WRONG WITH THE BIKE:
 - Assess whether or not the borrower should receive their deposit. Is the damage their fault, like a stolen front wheel, or is it common accident/maintenance, like getting a flat? You can give back a partial deposit—just denote this on the “Deposit returned? (Amount)” column.
 - Put “Y” in the last column on the front, then turn the sheet over and fill out the Problem Log. See the sample below.
- If nothing is wrong, return their deposit from the Library Bike folder and fill out the last three columns on the front, putting “N” in the far right one.
- Tear up and toss out the card with their personal information on it.

Sample Library Bike Life Log - Front

Date	Bike Borrowed by:	Deposit amount	Expected date returned?	Date returned	Deposit returned? (Amount)	Any problems? Y/N (If yes, see back)
8/24	Janie Doe	\$20	9/6	9/19	\$20	Y

Sample Library Bike Life Log - Back

PROBLEM LOG		MAINTENANCE AND REPAIR LOG	
DATE	NOTES	DATE	NOTES
9/19	Front wheel is flat – tube doesn't hold air.	9/22	Fixed the flat. Performed tune-up. – Laurie