

Ternvale Tool Cooperative - Member Charter

Charter 3 | Effective 1 June 2027

1. Joining and borrowing

Ternvale Tool Cooperative is a fictional member-owned workshop and lending store. This charter applies to portable tools issued from the store. Bench machinery remains in the workshop and is managed under the workshop manual.

The member induction is conducted by the store steward. Members receive a lending card after completing induction and signing the charter. A guest may attend an open workshop tour without receiving a lending card.

Portable tools are lent for four calendar days from checkout. Each member may hold two portable tools at a time. Consumable packs are supplied separately and do not occupy a portable-tool borrowing slot.

The lending card uses member prefix TVC-M. The equipment asset tags use prefix TVC-A. A store record must not enter an asset tag in the member-number field.

Members inspect cables and guards at collection. An existing defect is recorded on the issue slip. A tool that fails this check stays at the store for inspection and is not released on loan.

This charter does not state the price of a replacement drill battery. Replacement values are maintained in the store valuation book. A borrowing slot is not a monetary allowance.

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2. Restricted tools and workshop access

A member may borrow a portable planer only after completing the planer module. Completion of the general induction alone does not qualify a member to borrow a portable planer. The store steward checks the module record before checkout.

A visitor may enter the bench workshop only while accompanied by a workshop host. Members with a recorded bench orientation may enter during staffed sessions. The accompanied-visitor rule does not issue a borrowing entitlement.

The cooperative lends no petrol-powered tools. Its portable lending stock is electric or manual. An electric tool may still have a specific training requirement.

If a member returns a tool with a damaged guard, the store steward places the tool in the quarantine cabinet. If its guard passes the return check, the tool may enter the ordinary inspection rack. A borrower does not repair a guard in the collection queue.

The workshop host may pause a session when the marked walkway is blocked. Members move loose boxes to the designated staging shelf. The staging shelf must not be used for quarantined tools.

A member's emergency contact is recorded at joining. The charter gives no public list of those contacts. The desk handles requests for corrections to a member's own contact record.

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3. Lost tools and member records

A lost-tool report must be filed within five working days after the member discovers the loss. Discovery of the loss starts this reporting window. The original checkout date does not start it.

The store steward logs a lost-tool report under case prefix TVC-L. The member supplies the lending card number and the tool's asset tag. The valuation book is consulted later if replacement payment is required.

The cooperative retains issue slips for 12 months after the tool is returned. Slips for unresolved lost tools remain with the open case. This rule concerns issue slips, not training-module records.

The complaints contact is the member secretary. A complaint about induction is handled by that contact even when the store steward conducted the session. The charter separates delivery of induction from handling a complaint.

Members receive an annual renewal notice in May. The notice gives the current subscription for that renewal year. The charter does not specify an annual subscription amount.

The lending store opens on Wednesday and Saturday afternoons. A separate notice lists holiday closures. The charter does not publish the bench workshop's staffed-session timetable.