



Newlands Toy Library Inc.

newlandstoylibrary@gmail.com

www.newlandstoylibrary.org.nz

CONDITIONS OF MEMBERSHIP

1. Membership

- a. Members can choose to pay an annual fee of either \$75 or \$130 (see duty for differences).
- b. New members must pay their membership fee before they are entitled to hire toys.
- c. Members may make payment to the Toy Library by either paying cash to the Librarian or by internet banking into the Toy Library's account.
- d. Memberships run for one year from the day the member pays and completes the membership joining form.
- e. Memberships are automatically rolled over the following year unless the Librarian has been told the member is leaving.
- f. You have one month from your membership renewal date to pay for the following year. If no payment is received your account will be suspended. If you have any outstanding fees on your account that are not paid within one month then your account may be suspended until they have been paid.
- g. It is up to the member to update their details with the Toy Library if they move house or change their contact details.
- h. The committee reserves the right to forfeit the membership of any members found abusing the Library's toys or the system.

2. Duty

- i. Members who pay the yearly fee of \$75 are expected to:
 - i. Attend a rostered duty at least 2 times per year,
 - ii. Attend any stocktake/cleaning event the Toy Library has.
- b. Members who pay the yearly fee of \$130 are expected to:
 - i. Attend any stocktake/cleaning event the Toy Library has,
- c. A rostered duty is where the member helps out the librarian with the daily running of the library. This usually involves counting the toys as they are returned and helping to put them away once they are counted.
- d. Rostered members can participate in a fundraising event the Toy Library has in lieu of a duty.
- e. A fine of \$30 is charged if you do not show up for duty or do not arrange to swap dates with another member. If you are unable to make a duty, please either email the toy library or message us on Facebook at least 24 hours before the duty day. If you are sick on the duty day please call the Librarian as soon as you can to let her know.
- f. A family member or friend may do the duty for you. You are not able to bring children with you to your duty.

3. Borrowing toys

- g. Members can borrow a maximum of 5 toys plus one puzzle at any one time.
- h. Toys may be hired for 4 weeks at a time and can be returned any time before they are due back.
- i. Toys may be extended out by another 4 weeks at the Librarian's discretion. Members must either speak with the librarian in person or send an email to confirm this is ok.
- j. Only one Zt class toy may be borrowed at a time, more can be borrowed at the Librarian's discretion. A Zt class toy is usually a large toy that has a toy number starting with a Z.
- k. All toys are counted upon return so when borrowing they should all be there. It is recommended you count pieces carefully once you get home so you know what you are looking for, as you are responsible for all pieces listed on the laminated card.
- l. Members are expected to supply their own batteries when borrowing battery operated toys. Please remove the batteries when you return the toy.

- g. If you hire a toy and you find that it is broken or that your child has broken a toy, then please tell the librarian immediately so it can be removed from hire until fixed.

4. Returning toys

- a. Count the pieces carefully before you leave home and check that the toy is not broken, damaged or dirty.
- b. Complete all board puzzles and keep them flat.
- c. Clean and dry all toys if they are dirty or if your child is sick
- d. Make sure the bag and laminated contents sheet are returned, please do not write on or mark the laminate.
- e. Place the toys on the table outside the toy library and make sure the Librarian knows you have returned your toys.
- f. If the toy library is busy with other members then please wait your turn, we can only fit a few people at a time within our space.

5. Care of toys

- a. Please take good care of the toys that you borrow. We encourage our members to make minor repairs to any toys or boxes using suitable materials.
- b. Check the contents of a toy before borrowing it to make sure it is appropriate for your child's age.
- c. At home please store the toy boxes, bags and contents lists out of the way of children to prevent damage to them and harm to your children.
- d. Any toys returned in a dirty condition will not be accepted by the librarian and you will be expected to take it home and clean it.
- e. If you lose a piece or the item is/gets broken, then please let the Librarian know upon returning it.
- f. Please do not put stickers on toys or draw on the toys.

6. Missing Pieces

- a. If you lose a piece of a toy, then please let the librarian know when you are next in. We will extend the toy out on the computer for another month to give you time to find the piece. We ask that you keep the toy at home for the extra month to save us having it set aside at the library. At the end of the extended time please return the toy back to the library. If the missing pieces have not been found by then you may be charged as listed below. If you have one toy with missing pieces you can only take out four others, if you have two you can only take out three etc.

7. Penalty fees

- a. A fine of \$5 may be charged for missing pieces of toys, boxes and damaged parts of toys.
- b. A fine of \$1 per toy, per week is charged for toys overdue.
- c. A fine of \$1 may be charged for missing laminates and bags.
- d. If toys are not returned or are irreparably damaged, we will charge you to replace them.
- e. We are flexible with the fines if a family emergency happens, however you must make contact with us to let us know.

8. Using the shelves

- a. Please unlock the shelves by pulling the small black knob out and turning it so it locks open.
- b. Before moving the shelves check that no one is in the way and make others aware of your actions.
- c. Rotate the silver wheel in the direction you wish the shelves to move.
- d. Once the shelf is in the desired location lock the black knob again.
- e. When looking for toys please keep the shelves in a tidy condition by not stacking bags on top of other bags. This is so others can easily find toys as well.

If you ever have any questions or comments, please either speak directly with the librarian or email the committee on newlandstoylibrary@gmail.com