



INFORMATION & CONDITIONS OF MEMBERSHIP

Welcome to Play-A-While Toy Library. To ensure the smooth running of your library and in fairness to all members, please note and observe the following membership conditions. The committee reserves the right to make reasonable amendments to these rules. Amendments will be published in the newsletter or at the toy library.

Toy Library Sessions

1. A paid Librarian works at each session and is in charge of opening and closing the library, organising the volunteers and handling all loans and payments etc.
2. Sessions are Thursday 9.00am to 10.30am and Saturday 9.00am to 11am.
3. No issues will be made after 10.15am on Thursdays and 10.45am on Saturdays (to allow time to pack away the toys).
4. We close for approximately five weeks during the December/January holidays. Please check the noticeboard at the Library and in the newsletter for opening and closing dates.

Membership

1. Annual membership is one year from the date of joining.
2. Membership is not transferable, but can be deferred or refunded at the Committee's discretion.
3. All members are expected to participate in fundraising events, as these are essential to the survival of the Library.
4. Members are responsible for notifying the Librarian of any changes to your address or telephone number.
5. Membership may be cancelled at the discretion of the Committee.

Fees

1. There are two types of membership: Duty (\$100 plus 4 duties per year) or non-duty (\$180 plus no duties).
2. There is a one-off non-refundable joining fee of \$25.
3. Families who have chosen "Duty" must do a library duty once per term.
4. Duty members help to check in returned toys, keep the shelves tidy and do various odd jobs to help us keep the library running. Rostered duties are a fantastic way to

see all the toys on offer in the library, meet other people in your community, and to see how the library works.

5. Please sign up on the roster kept at the library and choose a duty day that best suits you. If you are unable to do your duty on the day, it is your responsibility to find a replacement person. If no replacement can be found notify the Roster officer. The name and phone number of the Roster officer is printed on your toy receipt.
6. You must arrive for duty by 9am. Duties involve assisting the Librarian to set up the library before the session starts, help run the library during the session and pack up at the end.
7. Failure to turn up for a rostered duty will result in a fine of \$20.00.

Borrowing Toys

1. Toys are issued for a period of two weeks.
2. Each family may borrow a maximum of 5 items.
3. All members must count toys by the description on the label before they are issued, as once they are issued they are the full responsibility of the member. Report any missing pieces to the Librarian when the toys are issued.
4. There is no cost for the loan of any of the toys once you are a member, except over the summer holiday period when we are closed and hire out our larger toys to our members for a fixed price.
5. Please do not exchange toys with other members or friends or borrow toys on their behalf.
6. Please care for toys so that others may continue to enjoy them after you. Please store toys somewhere dry and secure.
7. Specific toys may be reserved at a charge of \$1.00 per toy (see the toy catalogue at the library or at www.playawhile.org).
8. Batteries are not supplied by the toy library.
9. It is your responsibility to ensure appropriate toys are chosen for your child(ren), and to supervise and protect children under the age of three from toys that may be unsuitable for their age.

Returning Toys

1. All toys must be returned clean, dry, undamaged and with all pieces, including the bags or containers, present.
2. Clean toys at least one day before return (to allow time to dry thoroughly).
3. Please bring your library receipt when returning toys.
4. When returning toys, members are required to help the duty member to count the pieces and then put the toys in the cupboards.
5. If a toy needs repair or is becoming unsafe in any way, please notify the duty member or Librarian.
6. If you return a toy in a dirty condition, the toy will be reissued to you to clean it.
7. If you decline to clean a dirty toy, you will be fined a \$5 cleaning fee.
8. Toys returned a week or more overdue will incur a fine which is currently \$1 per week per toy.
9. If you cannot return a toy for an extended period please contact a Librarian (contact details are on your receipt).

Missing or Broken Pieces / Toys

1. If a piece of toy is missing, the toy will be re-issued to you for another two weeks so you can find the missing piece.
2. If the piece cannot be found or is broken, you will be charged \$5 per piece.
3. Alternatively the borrower may, with the approval of a Committee member, provide a suitable replacement piece, which must match as closely as possible (quality, size, colour, function) to the original piece.
4. The fine is refundable should the piece subsequently be returned before purchase of a replacement.
5. If the toy is no longer useable without the missing or broken piece(s), you will be charged a replacement fee relative to the age and condition of the toy (to be decided by the Committee).
6. Missing or damaged boxes, containers or bags will incur a charge - minimum \$5.

Contact Details

Please email the toy library (president@playawhile.org) if you have any problem or a question. Our website is www.playawhile.org for information and the toy catalogue. We will also email you newsletters from the library.

Please pay \$ _____

If paying by internet banking, the details are:

01-0137-0140995-30

Play-A-While Toy Library

Important: Please include your **surname** (as recorded in your membership details) or your membership number when you make your payment.



Conditions of Membership

I agree to abide by these and other notified rules of the Play-A-While Toy Library Devonport Inc. I agree to pay all published fees and charges of the Play-A-While Toy Library Devonport Inc.

Privacy Act

I understand that my details will be added to the Toy Library membership list and used only by the Committee for Toy Library business. I agree to receive the newsletter by email.

Liability Clause

I hereby assume complete and full responsibility for any and all injuries to any person or persons which result in whole or in part from using the toys I borrow from this Toy Library.
I hereby release the Toy Library from any and all responsibility in respect of any injuries sustained either outside of or on the premises.

PARENTS NAMES _____

ADDRESS _____

TELEPHONE _____

MOBILE NO. _____

EMAIL _____

CHILDRENS' NAMES AND DOB _____

SECOND PERSON CONTACT DETAILS _____

SIGNATURE _____

MEMBERSHIP TYPE:

DUTY MEMBER

NON-DUTY MEMBER

(YOU CAN CHANGE THE MEMBERSHIP TYPE WHEN YOU RENEW YOUR MEMBERSHIP EACH YEAR)

DATE _____

OFFICE USE

Details entered on MiBase _____ (initial)

Membership Number _____

Membership fees received _____