

Goldfields Regional Toy Library 2009 Membership Form

Phone 0439 983 863

Family Training Institute Wilson St Kalgoorlie	<u>Opening Times</u> Sunday 9.00am – 10.30am Tuesday 9.00am – 10.30am
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Parents' Name: _____

Address: _____

Phone No: (h) _____ (w) _____

(m) _____

E-Mail Address: _____

Drivers Licence: _____

Other ID if no Licence: _____

I am paying membership for: (please tick)

5 toys per borrowing \$80 + \$20 BOND

8 toys per borrowing \$95 + \$20 BOND

Children's Names

Date of Birth

I would like to do roster duty on :

- Sunday 9.00am – 10.30am
- Tuesday 9.00am – 10.30am

How did you find out about us?

- Friend
- Playgroup
- Newspaper
- Member
- (location) _____
- Other

- Library
- Health Nurse
- First Time Parents
- brochure/poster

I have been given a copy of the Goldfields Regional Toy Library General Rules. I have read and understood the General Rules and accepted the conditions that govern the Toy Library. I understand that the Toy Library accepts no responsibility for any injuries sustained in the use of Toy Library toys. *(Scroll down in this document to view the membership rules)*

Signed _____

Date : _____ Amount Paid : _____

Receipt No : _____

Committee Member : _____

Date entered in MIBASE : _____

GOLDFIELDS REGIONAL TOY LIBRARY GENERAL RULES

MEMBERSHIP

Who can join?

Families living in the Goldfields area, with children up to 6 years old.

What does it cost?

An annual fee of \$80 for 5 toys per borrowing or \$95 for 8 toys per borrowing. Half year memberships are offered commencing in August.

There is a \$20 bond that is refundable at the end of the membership year (31 March each year) provided membership commitments have been met (see below). The bond can be rolled over to the following year or refunded by cheque. Bond money that has not been claimed for 12 months will be treated as a donation to the Toy Library.

The fee is non-refundable if you cancel your membership however you can transfer to a new member provided they agree to the general rules and complete a membership application form. If you wish to cancel your membership you will need to complete a resignation form and a cheque for your bond will be mailed to you provided all conditions have been met e.g. toys returned, rosters completed.

What are the membership expectations?

You will be rostered to do Toy Library duty approximately one to three times a year (dependent on membership numbers), on either a Sunday or Tuesday morning (please indicate which day you prefer on the membership application form). A committee member will always be on roster with you. Anyone between the ages of 16 and 70 that can count is welcome to complete the roster for you so if you can't make it send your partner, your mother-in-law or even your babysitter!!

Rosters are mailed every 2 to 3 months to members that are rostered on for that period. A copy is also displayed in the Toy Library. If the date assigned to you is unsuitable please try to arrange a swap with another member and notify the Committee member on duty. Unexplained absences will result in the forfeiture of your bond. We appreciate that the unexpected can occur so please call the Committee member on duty or the GRTL phone on 0439 983 863 if you are unable to make your roster at short notice.

Membership may be cancelled or suspended due to any of the following:

- (a) failure to pay annual fee
- (b) failure to complete roster duties
- (c) excessive damage to toys
- (d) consistent late return of toys

BORROWING

How long can I keep the toys?

The borrowing period is 3 weeks. You can return toys earlier. In most cases you can borrow the toys for a further 3 weeks. Excessively overdue toys may result in a fine and in some cases you may be invoiced for the replacement cost of the toys. Non return of toys will result in the toys being reported as stolen.

How do I know if a toy is complete?

Information regarding the number of pieces etc is on the tag attached to the toy's container. Please thoroughly check the toys and count all pieces before leaving the Toy Library, as once they are borrowed they are the responsibility of the member. The toys will be counted upon their return to the Toy Library.

What happens if I lose or break toys?

If a piece is lost whilst a toy is in your possession, you will be asked to borrow the toy again for another 3 weeks to try to find the piece. If the piece is still not found, there is a charge of \$5.00 per missing piece. You will be issued with a receipt and the \$5.00 is refundable at any time the piece is found and returned.

If a toy is broken or lost, please let the Committee Member on duty know. You may be required to pay the repair or replacement cost.

Care for toys - encourage your children to take care.

Please ensure all toys and containers are clean upon return. If you are returning very dirty toys you will be asked to reborrow the toy and to clean it prior to returning it. As the Toy Library is a volunteer run organisation we are not able to clean every toy after every loan period.

Please ensure all outdoor toys are stored appropriately when not in use to minimise sun damage, prevent animals from chewing them and minimise the possibility of theft.

Please discourage children older than 8 years of age from riding the ride-ons.

How are the toys categorized?

Green	Baby Toys (0-18mths)	Yellow	Imaginative
Orange	Puzzles	Pink	Role Play
Gold	Games	Blue	Indoor Activity
Red-black cross	Music	Red	Construction
Brown	Outdoor activity	No colour	Dress Ups
Black	Ride-ons		

GENERAL INFORMATION

- Meetings are held each month. All members are welcome to attend.
- The Toy Library is closed over Easter.
- The Toy Library is closed for stock take from mid December until the beginning of February. All toys have to be returned for stock take to enable checking of toys for missing or broken pieces as well as general condition of the toys.
- All members are requested to help with the annual stock take.
- The Annual General Meeting is held during March each year.

SAFETY CONDITIONS (Please read this section very carefully)

Although the Toy Library takes reasonable care to ensure that toys are clean and undamaged before each loan it is the ultimately the responsibility of parents to inspect toys themselves before borrowing and to ensure supervision of their children when using toys.

Toy Library disclaims any responsibility for injuries sustained during use of Toy Library toys.

Final responsibility for the selection of age appropriate toys for the age and development of the child rests with the parent and information regarding age suitability is merely a guide.

Please note that **containers and bags** are not toys and are for transporting toys only. They must be removed from the toy and stored away from the child before play.

If a toy or container is damaged in your care please remove from the child immediately and inform the Committee Member on duty when returning the toy. It will then be removed from circulation for repair.

Children are welcome at the Toy Library; however it is the parent's responsibility to supervise their child(ren) inside and outside the building at all times. **Parental supervision** is required at all times inside the Toy Library in order to minimise too many toys being opened, spread and lost during opening times. Small pieces can become safety hazards for other (particularly small) children in addition to being tripping hazards for adults! Please encourage your children to select their toys to play with at home.