



# MEMBERSHIP TERMS AND CONDITIONS

## LIBRARIANS

Lyn Dillon and Robyn Paulsen are our paid librarians and hold the library mobile phone 027 453 0870

## SESSION TIMES

Wednesday: 7.00 pm - 8.00 pm      Saturday: 9.30 am - 11.30 am

Session times are **strictly observed**. Please try to arrive at least 30 minutes before the session ends to allow plenty of time to return and issue new toys.

*Members failing to turn up for duties or pulling out without contact or due cause will be fined \$20 per duty.*

## MEMBERSHIP

The **annual membership** fee is \$60 for a duty membership and \$120 for non-duty.

With a Duty Membership you are required to **complete 5 hours of duty** (per financial year), either on a Saturday or a Wednesday during a toy library session. All members will be called on to assist with other tasks e.g. stocktake, a fundraising event etc.

## CONTACT DETAILS

Please keep us informed of any change of address or telephone number. We do review your details at Membership renewal.

## BORROWING PERIOD

Borrowing time is 2 weeks (the return date is on your receipt). Toys can be returned at any session *before* due date.

## WHAT IF I CAN'T GET THE TOYS BACK ON TIME?

If you are unable to return toys because of illness or other reasons, please phone 027 453 0870 as soon as you can. If you fail to let us know you will be charged a late fee of \$5 a week. Please remember that when your toys are overdue other members missing out.

## MISSING OR DAMAGED PIECES OR BAGS/BOXES

Please count all toys and toy pieces **before** children begin playing with them when you get them home. If there are missing or broken pieces, **PLEASE PHONE/TXT** the Library Mobile **027 453 0870** within 24 hours to avoid a fine when you return your toys.

If you have lost or broken a toy please bring the toy back anyway. You will be charged \$5 per essential piece or bag but this is refundable if the missing piece is returned *within a month*. You will be asked to contribute to the cost of a replacement toy if the missing part was central to the use of the toy, for example, a puzzle. If a toy is damaged to the point beyond which it can be hired, it will be passed to the management committee to assess its age and condition. You may be asked to contribute to the cost of a replacement toy.

## MEMBERSHIP DUTY

You will need to arrive 10 minutes before the session begins. During the session you will count and assess the returned toys before the member puts them back on the shelves. You will need to let the Librarian know of any missing or broken toys/pieces. If it is quiet we ask that you tidy or help us by cleaning the library. We do ask that you stay 10 mins after the session to tidy.

As a way to say thanks you will receive FREE toy hire on the day of duty. Some conditions do apply.

## HIRAGE TOYS

All toys are your responsibility and must remain in your home. All toys remain the property of Halswell Toy Library Inc. It is your responsibility to provide batteries for toys (toys requiring batteries are clearly labelled) however many members do leave the batteries in for other families to enjoy.

## HOW ELSE CAN I HELP OUT AT THE TOY LIBRARY?

There are many ways in which you can contribute to the toy library. These include:

Fundraising, Stocktaking, Cleaning the library, Sausage Sizzles, Helping promote at community events, being on-call of duty, helping process new toys, be involved in the committee...