

Rules and Information

Updated August 2023



GENERAL INFORMATION

LOCATION

Kulungah-Myah Family Centre, 136 Le Souef Drive, Kardinya

OPENING TIMES

1st and 3rd Wednesday of every month	9.30am – 11.00am
Every Saturday	9.30am – 11.00am

MEMBERSHIP TYPES and FEES

JOINING FEE \$5.00 (once only)

STANDARD

Includes Duty Roster, Stocktake Day & Fundraising obligations

\$50 - valid for 12 months from date of payment.

Allows AGM attendance and full voting rights.

*10% discount for Health Care Card/Pension Card Holders on Standard Fee. Card to be sighted.

PREMIUM

No Duty Roster or Fundraising or Stocktake Day obligations

\$150 – valid for 12 months from date of payment.

Allows AGM attendance and full voting rights.

- Membership fees are non-refundable. Partial reimbursement may be considered by the Toy Library Committee if ill-health or accident precludes full participation.
- No borrowing is permitted unless the appropriate fee has been paid.
- All members are required to complete a Membership Form/online registration.

WHAT MEMBERS CAN BORROW

Each family may borrow six items over a two week period (with one week grace).

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RULES

A few rules have been developed to ensure the smooth running of the Toy Library:

RESPONSIBILITIES and COMMITMENT

- Signing and submitting a Membership Form means that you agree to our Rules and obligations (as set-out above for your membership type).
- The Toy Library is run by volunteers for our children. All fees go towards purchasing new toys, maintenance of toys and rent. We welcome any suggestions that you may have on new toys and/or operating arrangements. Feel free to speak to the member on duty, or better still, join us at our Committee meeting.
- Undertaking Duty Roster shifts is compulsory for all Standard members:
 - All Standard members are entitled to 2 training sessions with a 3rd session on request (at new member's discretion)
 - A \$10 fine will be imposed for non-attendance at a scheduled duty, and a make-up shift will be required. Fine/make-up shift will not be applied if non-attendance is due to a medical or family emergency.
- Your membership will be up for review if you have toys over 6 weeks late or you repeatedly have lost or broken pieces.
- Fund Raising: Standard members must assist in fundraising for the benefit of the Toy Library. This is so that the load is spread evenly between members.
- Attendance at Annual General Meetings is requested for Standard and Premium members.
- Assistance with Annual Stocktake and Duty Roster is **compulsory** for Standard Members.
- A Resignation Form needs to be completed when leaving the Library and submitted after all fines, toys returned and duty obligations have been fulfilled.

OVERDUE TOYS

- All borrowing is for up to TWO weeks. You may exchange your toys more frequently, if you wish.
- A member with overdue toys will be charged a weekly fine of \$2.00 per toy per week (one week's grace given).
- If you are unable to return toys due to unforeseen circumstances, advise another member (or family/friend) to return it for you or renew online via our MiBase database.

DAMAGE

- We need to be aware of all damage to toys and boxes.
- Borrowers should report to the person on duty, any noticeable damage upon initial inspection, and upon return of toys. Any damage needs to be documented in the Duty Book.
- The Toy Library Committee reserves the right to request partial or full replacement of a broken toy or box if it is established that the damage was wilful. Please do not allow the boxes to be used as a toy!

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- Bags are supplied by the library to carry toys that are not boxed home and returned.

MISSING PIECES/TOY

- Members are responsible for the safe-keeping of toys during the borrowing period. Any toys used at social events or away from the borrower's place of residence must be accounted for. The member is responsible for theft of any toy from their possession, and will need to reimburse the toy library at replacement cost.
- When pieces are missing, you have the option to borrow the toy for a further two weeks to look for the piece/s, or an "on-the-spot fine" is payable (\$5 per missing piece). It is the borrower's responsibility to ensure that the number of pieces is correct when the toy is taken from the library.
- Note that fines are non-refundable should the missing pieces be found at a later date.

REPLACING BATTERIES

- Please replace batteries where required. Only replace with non-rechargeable batteries.

HYGIENE

- In the interests of our children's health and the presentation of the toys, we ask members to clean toys (with a damp rag) before they are returned to the library. Baby toys should not be boiled.
- Cleaning toys every time they are returned also means less work during the Annual Stocktake. Win-Win!

DISCLAIMER

Whilst all care is taken to ensure that the toys available through the Toy Library are in good working order, no responsibility is taken for injury caused by or through the use of the toys.

Any queries regarding the above rules or the use of the online database (MiBase) should be directed to the Committee of Management via email: info@kardinyatoylibrary.org.

We trust that your family will enjoy the toys at our toy library.