

THE NORTHCOTE TOY LIBRARY

- 1) The Northcote Toy Library is a not for profit community service run by volunteers, with one paid employee, Lynne, our librarian. We provide a large range of well designed, safe and educational toys for you to borrow at a minimal cost. This will allow you to match toys with your child's development. We hope you and your family enjoy the experience.

Rules

2) *Borrowing and Returning Toys*

- a) You are issued toys for a three week period, but you can change them more frequently if you wish.
- b) You will need to present your membership card whenever you borrow or return toys. No toys will be issued without a current membership card.
- c) The number of toys and types of toys you are able to be borrow is clearly displayed on the inside of the toy cupboard doors. The quantity of toys that can be issued is dependent on the number of children in your family.
- d) Toys will not be issued while there are overdue toys and/or fees/fines are outstanding.
- e) Toys are to be brought back in a clean condition. Persistent return of dirty toys may result in cancellation of membership.
- f) It is expected that members clean toys after they have taken them out as the Toy Library is unable to guarantee cleanliness of toys.
- g) Overdue toys will incur a fine of \$2 per toy per week. If toys were overdue before the beginning of the school holidays you will be charged for the total number of late weeks including those of the school holidays.
- h) Persistent lateness may result in cancellation of membership

3) *Lost or Broken Toys*

- a) Toys with missing parts will be re-issued for a 2-week period to allow the misplaced pieces to be found. The re-issue of each toy constitutes part of the toy allocation limit.
- b) There is a \$5 fee for lost or broken toys payable before further toys will be issued. This fee is non-refundable. If the replacement cost of the lost toys, pieces, containers, bags and/or instructions is higher than the \$5 the balance will be charged for including freight.
- c) Frequent loss of toys will result in cancellation of membership.

4) ***Toy Library Duty***

- a) If you have elected to be a parent help you are required to work at the toy library once per term.
- b) Duty is from 9:15 to 11:15 am.
- c) You are allowed to bring your child/ren with you.
- d) Please advise a Toy Library committee member of the day/s you are able to work (Tuesday or Saturday), so you are able to be rostered on an appropriate day.
- e) The roster will be emailed to you before the start of term and there will also be a copy for you at the Toy Library. Please keep the Toy Library updated with your current contact details.
- f) If you are unable to work your allocated duty it is your responsibility to find a replacement and notify the committee member whose name and number appear on the top of the roster.
- g) Non-attendance for a rostered duty must be made up during the current term or the non-parent help fee of \$30 will apply for that term.
- h) Repeated failure to do duty will result in cancellation of membership at the discretion of the committee.
- i) When on duty lost/broken toys should be clearly written in the maintenance book. Both the duty member and the returning member must sign the book.
- j) A receipt must be written out for any money that has changed hands (i.e. overdue fees, membership fees).
- k) If you are not busy while on duty please help parents using the Toy Library by assisting with their children and helping to take toys out to their cars.

5) ***General***

- a) Do not exchange toys with friends even if they are Toy Library members. All toys must remain within the borrower's home.
- b) As a community service, the toy library relies on fundraising to help with the purchasing of toys and the general running of the toy library. Two fundraisers a year are compulsory, and the rest your participation is appreciated.
- c) Any amendments to the rules will be notified through a newsletter to members.
- d) There is one exersaucer available, which is considered a big toy, but can be taken out for a month at a time.
- e) We have an annual stock take at the end of the year and it is compulsory for all members to participate for a minimum of 2 hours.
- f) The Northcote Toy Library is run by a volunteer committee group, if you are interested in joining the committee please email admin@northcotetoylibrary.org.nz or speak with the librarian.

6) **Bouncy Castle**

- a) The Bouncy Castle is available to members of the Northcote Toy Library for one day hire.
- b) It must be pre-booked through Kerry Franks - admin@northcotetoylibrary.org.nz or 4823-989 and a non-refundable payment of \$20 must be made to secure the booking.
- c) The total hire cost is \$60.
- d) A bond of \$100 must be paid when the party pack is collected (preferably by cheque).
- e) The hireage is for one day and pick up and drop off times are to be organized with Kerry.
- f) All members must sign a contract before hiring out the bouncy castle.

7) **Coding**

Each toy starts with a letter of the alphabet that categorizes the type of toy and where it should be returned to in the library. These categories are as follows:

A = Arts and crafts	P = Puzzle
C = Construction	R = Role-play
E = Educational	T = Theme Play
G = Games	TP = Toy Puzzle
I = Infant	M = Musical
W = Water play	O = Outside
DV= DVD	