

MEMBERSHIP INFORMATION

To become a member of the Banyule Toy Library it is important that you understand the rules and responsibilities of the library.

MEMBERSHIP

Membership is for 12 months from the day you join and pay your fee (excluding short term). The membership fee is **non-refundable**.

Membership shall be forfeited if:

- If fines are not paid within one month of them falling due.
- If excessive damage is done to toys or to our premises.
- If the duty requirement is not met and you have opted for the 3 duties membership.

If you cease using the toy library during the course of your membership, please let us know so we can adjust our records.

Session times :

Monday morning : 9.45am – 11.00am

Monday evening : 7:30pm – 8.45pm

Saturday : 3.15pm – 4.45pm

Sunday : 3.15pm – 4.45pm

Please allow yourself enough time to complete your borrowings during these times.

The library is closed on public holidays, the entire Easter Weekend and on the Monday preceding the Melbourne Cup holiday. It is also closed for approximately 4 weeks during the Summer School Holidays (unless otherwise advised).

Memberships

There are three different types of membership:

12 Month standard with 3 roster shifts	\$70.00
12 Month concession* with 3 roster shifts	\$35.00
12 Month standard with no roster shifts	\$140.00
12 Month concession* with no roster shifts	\$70.00
3 Month short term membership with roster shifts	\$37.50

**Health Care Card holder only

Banyule Toy Library

Incorporation No: A0011802T
19 Interlaken Pde
Rosanna, Vic 3084
Email: banyuletoylibrary@gmail.com

Borrowing guidelines

5 toys can be borrowed at any one time

Toys can be borrowed for a period of three weeks, although you are welcome to change them weekly.

Loans may be renewed once only for another 3 weeks. You may do this at the toy library, or by renewing them yourself via our online catalogue

<https://banyule.mibase.com.au>

Select your items, remembering to choose items which are age/ability appropriate for your child/ren.

Toy responsibility

We want all children to have fun and enjoy the toy library toys, however members are responsible for the toys they borrow. This includes but is not limited to the correct use of the toy, the age of the child playing with the toy, taking care with small parts, magnets, and taking care to ensure toys aren't left outside in the elements. We understand that sometimes accidents do happen, and if a toy is damaged, lost or pieces lost by a member, small fines may apply.

Returning toys

All toys must be returned **clean** (see the Toy cleaning information section). This not only helps prolong the life of the toys, it means you will not open up the items that you have borrowed to find them covered with sticky finger prints or filled with sand. Count and check your items before you leave home. All bags, boxes, instructions etc. must be returned.

When you arrive at the library, return your toys to the member on duty and they will count the pieces of your toys. We will let you know if we discover missing/broken pieces.

Fines

Fines need to be paid before more toys can be borrowed. If the fines reach \$20, membership will be suspended until the fine is cleared. The Co-ordinator has the discretion to waive fines up to \$20 but only in exceptional circumstances. The committee reserves the right to suspend or withdraw membership in the event of significant unpaid fines or consistent periods of lengthy overdue loans.

Overdue toys

Fines are payable for late return of toys:

Late return of toys: \$1 per toy per week

Overdue fines can be avoided by renewing toys using our online toy catalogue and member portal.

Missing pieces

For all children to fully enjoy the toys, they need to be returned in the condition they were borrowed and with all pieces intact. Each toy bag has a detailed list of contents, and members need to check that all pieces are there when it's returned.

\$2 per piece, for minor missing pieces - is refundable if the missing piece is later found.

\$5 per piece (refundable) for an integral piece that makes the toy unusable or significantly reduces its play value, with the right to charge more on a case by case basis.

\$2 for a missing Raeco bag or damaged box.

If the toy is unusable on return because there are many missing parts, there may be an additional charge.

Damaged toys

Sometimes accidents happen, and if a toy is damaged by a member, it may need to be removed from the collection. A small fine may be charged with each damaged toy assessed individually.

Member roster shifts

The toy library can only run with the support of member volunteers and we value the contribution they make. To keep our membership cost low, members are required to volunteer in the toy library for a minimum of 3 sessions or its equivalent (e.g. participating in stock-take, helping out at the Bunnings BBQ or being a member of the committee).

Signing up for a roster shift is done via the member's login of Mibase, our online system. A shift involves checking returned toys against the inventory list on the toy's bag and putting them away. Members are welcome to bring their own children to the toy library during roster shifts.

Cleaning toys

How to clean Wipe the toy thoroughly with a cloth damp with either a pH neutral detergent (such as diluted dishwashing detergent) or a 2-in-1 cleaner/disinfectant (most multipurpose sprays available at the supermarket). If using a 2-in-1 multipurpose spray, the solution must be sprayed onto the cloth until it is quite damp. You can use something like an old toothbrush or a cotton bud to get into hard to reach places. Dry the toy with a tea towel or leave to dry overnight. Please make sure the toy is perfectly dry before returning it to its bag or box. Do not submerge toys in water as they can trap water inside them or in the case of wooden toys, they can get too wet to effectively dry.

Special tips

- Baby Rattles – Do not to immerse rattles in water as they collect water which can lead to harmful bacteria developing. Wipe the surface with a cloth.
- Wooden Toys and Train Sets – Wipe over. Allow time to thoroughly dry. These toys should not be immersed or soaked.
- Duplo/Lego – Wash well with hot soapy water and a toothbrush. Rinse and leave to drain overnight.
- Bath toys – Please wash after using in the bath and ensure no water remains trapped in the toy.
- Outdoor/Sandpit Toys – These must be cleaned well remembering that the next member may wish to use it inside. Remove all sand and dirt and clean well with hot soapy water.
- Board Games and Cardboard Puzzles – Paper-based materials, such as puzzles and games, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Please clean counters and other plastic parts of a game.
- Fabric items (Dress-ups/Puppets) – Hand wash or gentle machine wash with laundry detergent and hang to thoroughly line dry.
- Bikes, scooters and other ride-ons – These must be washed, keeping in mind that the next member may wish to use them inside.
- Toy storage bags and boxes – Wipe handles and all areas that have been touched, ensuring everything is dry before placing toys back in them.

If anyone in your family has been unwell (e.g. vomiting, diarrhoea, respiratory infection) please contact the toy library prior to returning the toy for further advice.

Become more involved in your Toy Library

Are you interested in helping with:

- Toy Purchasing
- Fundraising and Events
- Marketing and Communications
- Administration and Finances
- Organising Volunteer Rosters
- Grant Applications
- Website and IT Support

The Banyule Toy Library is managed by a voluntary parent, member committee, elected annually. We always welcome new committee members and have a number of short and long term projects and positions available. You don't need any particular experience to be a valuable committee member, just a willingness to participate and take an interest in the future direction of the Banyule Toy Library. Volunteering with Committee is both rewarding and enjoyable, and offers all members a chance to have input to how the Banyule Toy Library operates.

All committee meetings are open to members and you are most welcome to join us.

If you are interested in joining the committee and would like more details, please speak to one of the Coordinators during a session or email us.