

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.

Opening hours

The library is open :

Monday : 7:30pm – 8.45pm

Tuesday : 9:45am – 11.00am

Sunday : 3.30pm – 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 during the Summer School Holidays (unless otherwise advised).

Memberships

There are three different types of membership:

Membership with 3 duties	\$70.00
Concession (Health care cardholders only)	\$35.00
Membership with no duties	\$140.00
Concession (Health care cardholders only)	\$70.00
Short Term Membership with no duties	\$37.50

Borrowing guidelines

5 toys per membership 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 can 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 the 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, the toys need to be returned in the condition that 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 which is refundable if the missing piece is 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.

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

Damaged toys

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

Member roster duty

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 duty is done via the member's login of Mibase, our online catalogue. Duty involves checking returned toys against the inventory list on the toy's bag and cleaning toys. It is easy and only takes a few hours of your time.

The first volunteer session needs to be completed within **three months** of joining the toy library. Members are welcome to bring their own children to the toy library during roster duty sessions.

Cleaning toys

Toys need to be returned clean, nobody likes to borrow toys which are dirty. Plus it is now a requirement to ensure a COVID safe environment.

Baby rattles

Please do not immerse these toys in water. Sometimes water gets in and cannot be removed, and the rattle will no longer work. Rinse baby toys well of all soap detergent, or use bicarb of soda.

Wooden Toys

Please do not soak wooden toys. Wash well with a damp cloth and pat dry. For wooden train sets, scrub well with a toothbrush and hot soapy water.

Duplo and construction sets

Wash well with toothbrush and hot soapy water. Rinse and leave to drain overnight on a tea towel. A hairdryer is handy, but ensure it is not too hot.

Bath toys

Even though bath toys get wet by nature, they still need to be cleaned – and a thorough clean at that! Use a grease removing formula and a little disinfectant as well.

Outdoor/Sandpit toys

These must be well cleaned as most are used inside as well. Immerse in laundry tub. To remove all sand, keep rinsing under running water.

Ride-ons

Must be cleaned despite being outside toys. Please do not leave outside overnight, in the rain, or in the hot sun, as their colour will deteriorate very quickly.

Dress ups

Please wash the clothes, and allow time to dry.

Wooden puzzles

Wipe over all wooden puzzles with a hot, soapy, damp (not wet) cloth.

Banyule Toy Library

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

Board games and cardboard puzzles

Wipe over with a hot, damp (not wet) cloth, cleaning all pieces.

Get more involved in the 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 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. Working on the 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.