

### ***Lost or damaged toys...***

If a toy is damaged or part of the toy is permanently lost, a charge will be made based on the age of the toy, the severity of the damage, and the effect on the toy as a whole. If the missing piece is vital to the toy or if the entire toy is lost, the borrower may be charged for the replacement cost of the toy or piece.

### ***Overdue toys...***

Double the hire fees are charged on overdue toys. If for some valid reason you are unable to return your toys by the due date please contact the Librarian and the charge may be waived. A toy that is not returned within an acceptable period will be treated as a lost toy and charged at the total replacement value. The member will not be permitted to borrow from the library until the fine is paid.

### ***Supervision of Children...***

Please supervise your children while you are at the library and if they are playing with the toys. We endeavour to advise you of suitable age and ability levels for our toys, please read the bag labels and ask if unsure. Please ensure when the toys are at home that they are used for their intended purpose and provide parental supervision when children are using the toys.

## ***A Final Word..***

Children get a great deal of pleasure out of playing with "new" toys every two weeks.

However, there are also many less obvious benefits of belonging to a toy library. Children can learn a lot from the responsibilities involved in keeping track of all the pieces and cleaning the toys for the benefit of the next borrower. Caregivers get the benefit of finding out what kind of toys their children really like, before rushing off to buy new toys. You may be surprised at the variety of toys that your child



enjoys, and also at the innovative ways they find to play with them!

Committee: Please consider joining our fun friendly committee. If you have a little time to spare we would love your input.



This pamphlet gives you some essential information about the library. If you would like to know more, or are interested in joining the Committee, please contact:

**Librarian : Charlie Matthews 027 266 1226**

**President : Rachael Holloway 027 419 4695**

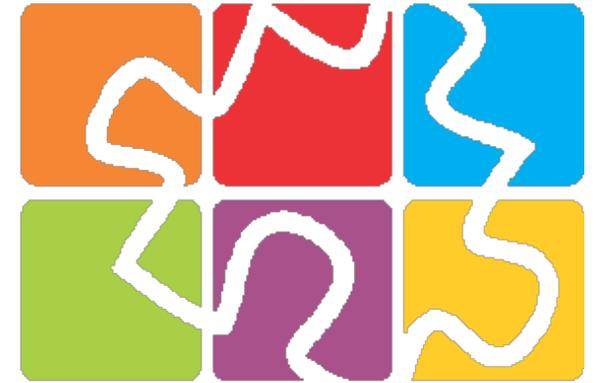
Email : [morningtontoylib@yahoo.co.nz](mailto:morningtontoylib@yahoo.co.nz)

[www.morningtontoylibrary.co.nz](http://www.morningtontoylibrary.co.nz)

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# MORNINGTON



# TOY & GAMES LIBRARY

## *Welcome!*

The Mornington Toy and Games Library is a community service, which aims to provide good quality, educational toys and games to children from 0 to primary school age.

The library is a non-profit, registered charity and an Incorporated Society, which was established in 1996, which is overseen by a committee of volunteers. In order to provide a consistently high level of service we employ a Toy Librarian to manage our open sessions and toy hire. Our activities are funded by an annual membership fee, a rental charge on each toy, an annual fundraising event and we regularly apply for grants. Any family in Dunedin or the surrounding area may join our Library.

## Toy Library Hours

Thursday 10.00am – 11.00am

Saturday 10.00am—11.30am

Please try to be at the library at least 15 minutes before closing time to allow time for selecting toys and checking them out. We are not open over the Easter break and close for 5-6 weeks over the Christmas and New Year period. We aim to be open for some public holidays that fall on a Saturday, closure reminders are sent out via email and our Facebook page.

## Membership

We offer several different annual membership options covering the year from 1 April to 31 March. All memberships are non transferable and non refundable.

### *Standard membership...*

Costs \$35 per family (reduced to \$25 if you have a Student ID or Community Services card which must be sighted). Toy hire charges **are not included**.

### *Premium membership...*

Costs \$95 per family (reduced to \$85 if you have a Student ID or Community Services card which must be sighted). Toy hire charges **are included** with Premium Membership, including one summer hire (but monthly hire items are excluded). For each two-week period you may hire up to five toys Members are welcome to 'upgrade' from Standard to Premium Membership at any time during the year.

### *Temporary membership...*

Temporary memberships are suitable for grand-parents, visitors etc and can be arranged the Librarian. The cost of a temporary membership is \$10 for four weeks. Toy hire charges **are not included** with this membership option.



## In Home Educators...

Cost \$15 per Educator. Toy hire charges **are not included**.

## *Borrowing toys*

Toys can be borrowed for a two-week period (except over the summer break where we offer a large toy hire for \$5). The rental charge is based on the value and age of the toy and ranges from 50c to \$3 per fortnight. You may renew toys (a maximum of two consecutive renewals) by contacting the Librarian. Concession cards are available; these cost \$20 and give you \$22 worth of toy hire. Concession cards are non-refundable. Your membership card and optional concession card remain at the library. We also have exersaucers and baby swings available for monthly hire. The cost of this is \$10 per item. The cost of monthly hires is not included in Premium Membership option.

## Reserving toys

Some toys are very popular and are rarely just sitting in the library. We have photo albums with pictures of all the toys so that you can see what is available and some pictures are also on our Facebook page and website. Contact the Librarian (email or phone) for reservations. The Librarian will then contact you when the toy arrives in and you can pick it up at the next session or make suitable alternative arrangements, If not it may be issued to the next person on the list.

## Check-in duty

As each toy is returned to the library, it is checked to ensure that it is clean and that all the pieces are there. All members are required to help check in the toys approximately four times a year. You will receive a roster when it is your turn, and you must be at the library by 9.45am for set up. All no-shows will incur a \$40 fine and members will not be permitted to hire any more toys until the fine is paid. As a bonus when you do duty the toys you hire that day are free of charge.

If you prefer not to do Check-in Duty at all, you are able

to choose the "No Duty" option for a cost of \$40. This ensures that you will not be rostered on for Check-in Duty for one year (1 April—31 March).

## Fundraising

All members (Premium included) are required to help with our annual truffle fundraising campaign in November each year.

## Your responsibilities

### *Keep track of all the pieces...*

Many toys include a number of separate pieces and these are listed on the toy's inventory. Please check that you have all the pieces when you get the toy home and contact the Librarian (email or phone) within **24 hours** if anything is missing. This prevents you from being charged for loss or damage caused by someone else. At the end of the two weeks, make sure that all the pieces are there before returning the toy. It is a good idea to check the pieces a few times **during** the hire period as well! When returning the toys, please let the check-in people know if there are any problems such as missing or broken pieces. If you do have missing pieces then perhaps renew your toy for a further two weeks to give you the opportunity to find and replace the missing pieces.

### *Clean your toys...*

Toys must be returned clean and dry, otherwise a \$5 cleaning fee will be charged. Plastic toys should be washed in hot soapy water, dress-ups can be hand or machine-washed, larger toys should be wiped clean with a wet cloth. It is also important to dry the toys thoroughly.

### *Batteries...*

The Toy Library is not responsible for supplying batteries. If you take out a toy that requires batteries we suggest that before returning your toy you take your batteries out