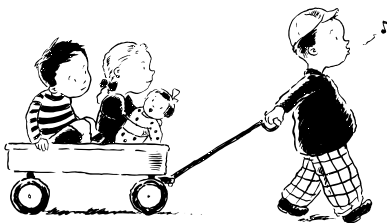


Opawa St Martins Plunket Toy Library

Membership Information

Welcome to Opawa St Martins Plunket Toy Library. This pamphlet will give you some essential information about our library.



- We are a community service, which aims to provide good quality, educational toys and games for children 0-10 years of age.
- The library is a non-profit organisation, run by a committee of volunteers, and two paid librarians.
- New toys are purchased regularly and older toys are sold off at occasional sales.
- An annual membership fee; the rental of toys; grants and fundraising efforts, funds your library.

- We keep in contact with members through regular newsletters

Location

Beckenham Library Building, 65 Sandwich Road, Beckenham.
(Next to Beckenham School)

Hours

Tuesday Evening 7pm-8.30pm

Wednesday Evening 7pm- 8.30pm

Friday Morning 9.30am-11.30am

Saturday Morning 9.30am-11.30am Afternoon 1.30pm-3.00pm

Closed all public holidays that fall on our opening days

Please try to be at the library at least 15 minutes prior to closing time. This allows time for your toys to be checked in. It also allows time to select toys and check them out before closing.

Membership

- Membership is open to families with children aged between 0-10 years.
One membership per family, per address.
- Annual subscription of \$35 per family is charged.
Three duty sessions must be completed within 12 months of joining, or an extra \$15 per missed duty will be payable.
- If because of personal commitments you are unable to do duties, you are able to pay out your duties. Total cost of this is \$80 for 'Membership with No Duty Sessions'.
- We also offer a casual membership for grandparents etc when they have young children staying for short periods. This cost is \$5 membership, plus rental and is payable during each visit to the Toy library.
- Memberships are not transferable or refundable.



Toy Rental

Rental is based on the value and age of the toy.
On each toy there will be a colour spot.
The spots colour denotes the rental price.

Posters are at the library to remind you of the colour codes:
Green spot - 50c
Yellow spot - \$1
Red spot - \$2
Blue spot - \$3

DVDs - \$2/ yellow spot \$1
CD ROMs - \$2
Party bag under 2s - \$20
Party bag over 2s - \$20
Bouncy castle 3-7yrs \$60



Borrowing Period

A family can borrow as many toys as they like, for a period of strictly two weeks only.

Party Bags

Can only be rented from Tuesday to the next Tuesday for one week. It is essential to pre book the party bags with the librarians. We don't charge a deposit for booking the party bags, but however you may be asked to pay the full hire of the party bag if you fail to pick up your pre booked party bag.

Bouncy Castle

We have two small domestic bouncy castles available for daily hire. These are not commercial castles and are suitable for 3-7 years age group. These are designed for small groups of children. Hire cost is \$60. For bookings; a detailed information sheet is available upon request.

Returning Toys

When returning toys you will be required to bring your yellow card with your receipt of toys to the return desk. The helper needs this receipt to check off your toys. The helper will need you to stay with them to help count back your toys before you choose new toys.

Cleaning of Toys

Care of toys you borrow is your responsibility.
Please return them clean and tidy (in the condition you would like to receive them).

A great deal of time and effort from the committee is put into repair and maintenance of the toys. Your care helps to maintain their condition.
A fine will be charged of \$2. Per toy if toys are brought back not cleaned, and you may be directed to the wash up facilities to clean them.

Toys at Home / Missing Pieces

Please check that all the pieces of the toy you borrowed are there when you return home; before your child plays with them.

If there are any missing pieces, contact the Toy Library number on the bag within 24 hours to avoid an instant \$5 fine.

If any toy is returned with a missing piece, an instant \$5 fine is charged. If the missing piece is returned within two weeks, the fine will be refunded.

Broken, Lost, Stolen or Irreparably Damaged Toys

If any toy is returned broken there will be an instant \$5 fine. You will also be asked to contribute toward purchasing a new piece or toy.

The member must pay for any borrowed toy, which is stolen, or damaged beyond repair.

the toys before you get charged.

If for some valid reason you are unable to return your toys by the due date, the overdue fine will not be charged (provided you inform the librarian before the due date).

No further toys may be borrowed until all fines are paid for. Persistent lateness in returning toys may result in cancellation of your membership.

Each case is dependant on the toys age and condition:

If the toy is less than one year old, its full value must be paid; if more than one year old, full depreciated value must be paid.

Lost Puzzle Pieces

If a puzzle piece is lost or damaged the member will have one month to find and return the puzzle piece. Or the full value must be paid for. (If one piece of the puzzle is missing the puzzle is ruined and is unusable).

Each case is dependant on the toys age and condition: If the toy is less than one year old, its full value must be paid; if more than one year old, full depreciated value must be paid.

Lost Bags/ broken boxes

If a toy is returned without the plastic toggled bag/box it was hired in, there will be an instant \$2 fine. This will be refunded when the bags are returned. If you are responsible for a **Broken box** you will be fined, dependant on the value of box. Prices range from \$20-\$60. Lids \$5

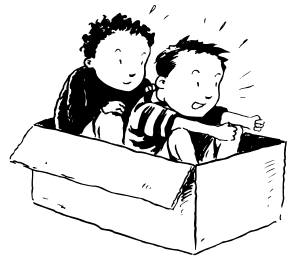
All puzzles and games are hired in zippit bags. There is an instant \$10.00 fine for each zippit bag not returned.

Batteries

Batteries are replaced once a year at stock take. After that it is your responsibility to replace the batteries with your own during the hire. Then you may remove your own batteries when your toy hire is over.

Overdue Toys

The borrower will be charged the value of the toy rental per overdue week. We will allow the next opening days grace to return



Duty Roster

This is compulsory. Each member is required to help three times a year. The Duty Roster calendar is posted in the foyer down at the library. It is the member's responsibility to mark themselves down for their duties.

If you do not mark yourself down for duties, you will incur a \$15 fine per duty not performed within your subscription period.

The roster cannot be changed for two weeks prior to your duty date and a \$15 fine will be incurred if you fail to complete the duty.

If you are unable to complete your duty, you must inform the Duty Roster Coordinator (not the librarian), before the two-week period prior to your duty. This gives us time to arrange a replacement.

Duties Involve:

Counting the returned toy pieces; marking them off the computer; and returning the toys back neatly to the appropriate shelf. You are required to stay the whole session. There is a checklist to refer to if in any doubt of what to do. A duty can be used by helping at stock take at the end of the year. Or helping out at a toy mending night when we request for help.

PLUS... \$5 Toy Hire is free on the day you do your duty!

Fundraising

We need to fundraise to supplement our funds for the purchase of new toys and/or equipment. We require all our members to fully participate in our 2 yearly fundraisers. (e.g. sell all goods, raffles tickets etc).

You can elect to pay a 'Fundraising Exemption Fee' of \$25.

Big Toy Hire (Christmas Rental)

During the Christmas break the Toy Library closes. During this time we hire out our large toys for this period for approx 8 weeks. Dates will be advertised for this in our newsletters.

The Committee

If you wish to join the committee and have a real input on how the library is run; and which toys are bought... Or if you have any queries, please contact any of the people listed below:

Chairperson	Melody Duggan	338-1257
Secretary	Karen Grant	942-7475
Treasurer	Sharee McNab	332-6141
Librarian	Zoë Apps	331-6276
Librarian	Rachael Houde	942-5740
Duty Roster	Rachael Houde	942-5740
Memberships	Melody Duggan	338-1257
Library phone		420-0760

