

CONDITIONS OF MEMBERSHIP

1. For those with a membership which includes roster, members are required to attend roster once each term.
2. All members agree to help with STOCKTAKE once per year (held in July).
3. Members agree to assist with any fundraising activities.
4. Members are permitted to borrow six (6) toys comprising of:
 - A. Puzzles
 - B. Baby Toys
 - C. Manipulative Toys
 - D. Musical Toys
 - E. Games
 - F. Vehicles
 - G. General
 - J. Age 3+
5. Toys can be borrowed for up to 3 weeks. For those living more than 40km from Geraldton, toys can be borrowed for 6 weeks. Toys can be renewed once (please email or message us on Facebook). Late fines apply for \$2 per week flat rate per toy.
6. Please count toy pieces in and out to avoid a fine if pieces already missing. This is the responsibility of the member, not the person on roster.
7. Missing piece fine is \$3 per piece.
 If you believe that a missing piece is likely to be at home, please do not return the toy. Please renew for a further 3 weeks to allow time for discovery. You may message/email the toy library and leave a message to renew your toy/s. If it's known that the missing piece cannot be found, a fine of \$3 per missing piece applies.
 The committee will decide on the fine when toys are destroyed, made unusable or lost.
8. Members agree to treat all borrowed items with reasonable care.
9. Toys are to be CLEANED BEFORE returning. Cleaning materials are available at the toy library if need be.
10. Most toys are to be played with indoors. The outside toys should be placed undercover during the night where possible.
11. Members are responsible for choosing the appropriate toys for their child's age group. The Geraldton Community Toy Library Inc. takes no responsibility whatsoever for any damage to property or personal injury arising directly or indirectly from the use of toys, whether such

damages or injury occurs on the premises of the library or elsewhere.

12. If a toy is not returned you will be invoiced for the replacement value of the toy.

ROSTER DUTY INFORMATION

1. The Toy Library is open from 10am – 11:30am Tuesdays and Saturdays during the school term. Please ensure you get to the library early to ensure you are ready to open at 10am.
2. If your name is listed first on the roster for that day, collect the keys from Aquarena and open up.
3. Sweep front verandah and unlock the toilet.
4. Remove any large toys from the exit area and other walkways. Large toys can be placed out on the lawn.
5. Set up fold out table and computer on the front verandah and ensure the money box and membership packs are tidy and ready to be used. All procedures are in the laptop bag and "Procedures" file on the admin shelves.
6. Place the "Toy Library Open" sign on the verge.
7. Turn the sprinkler on if the lawn is in need of a drink.
8. Place bucket of water with disinfectant added and cleaning sponges on front verandah.
9. All new member packs are in the orange file. Please notify the membership coordinator via the Facebook members site or email if packs are running low. Place completed forms in orange folder Place cash in the blue money box.
10. Check returned toys for:
 - Number of pieces (if anything is missing- fine is \$3 per piece or ask member to renew toy to search for pieces).
 - Cleanliness (toys can be cleaned on front verandah).
 - Date of return (late fines apply of \$2 per week per toy flat rate).
11. If the day is quiet, please sweep/ mop the floors, clean the toilet, tidy toys and sort shelves.
12. When finished, please ensure toy library is tidy.
 - ** If you are unable to attend your roster day, it is your responsibility to swap with another member. All contact details are on the roster sheet that will be emailed to you at the start of each term.
 - ** Roster is IMPERATIVE to the success of the toy library and it is vital the library is open each Tuesday and Saturday. If you have a last minute emergency on the day of your roster duty, please contact a committee member as soon as possible