

Toy Library Member Borrowing Responsibilities Policy

Welcome to becoming a member of the Kath Dickson Community Toy Library! The toy library is managed by the Kath Dickson Family Centre, a not-for-profit organisation based in Toowoomba.

Staff and toys at this toy library are funded through grants and donations, and as such we request the safe and respected borrowing of the toys from the library, so that the toys can be sustainably maintained for the benefit of families in our local communities.

The concept of a toy library is to encourage the use of a variety of toys towards the learning and enjoyment for all children. Many toys in the toy library would not necessarily be bought by individual families, and through the shared use of toys children can learn to respect, rotate and return toys

BORROWING CONDITIONS

To borrow toys from the Kath Dickson Community Toy Library, members:

- must stay and be responsible for their child/ren at ALL times – toy library staff are not permitted to look after children, but can assist you by helping to carry toys to your car
- must have an active and valid membership
- must have read and signed a membership form, which includes agreeing, by signing, to the Code of Conduct and Borrowing Responsibilities of the Kath Dickson Community Toy Library
- are able to borrow the number of toys and for the borrowing period relevant to their membership type
- are able to select toys based on age appropriateness
- must return the toys in the same condition as when borrowed – clean and complete
- are responsible for the proper care and handling of toys
- are responsible for returning the toys by the borrowing period limit
- can contact toy library staff for assistance during office open hours, via email or phone
- must adhere to all toy library policies, including borrowing and return procedures, membership procedures, Child Safe Policy, Statement of Commitment and Code of Conduct.

CLEAN TOYS BEFORE RETURNING

It is the intention that all toys are checked and cleaned before being borrowed, and we therefore request that you clean the toys to the best of your ability, prior to return.

Toys should be cleaned with a solution of disinfectant and/or detergent and warm water, and then thoroughly dried. An old toothbrush and/or wooden skewers should be used for hard to reach places. Please ensure that outside/sandpit toys and ride on toys are hosed underneath, removing any sand, grass or insects.

LOSS OR DAMAGE TO BORROWED TOYS

Please check the toys you have borrowed before return, to ensure that all pieces of the toy are included. If a piece has been lost or damaged, please notify the toy library staff so that they can either have the toy mended or adjust the contents list of the toy. If a toy is beyond repair you will be asked to contribute towards a replacement, taking into consideration the age and design of the toy and any previous wear and tear.

OVERDUE TOYS

So that all members can enjoy the privilege of the variety of toys made available through the Kath Dickson Community Toy Library, we ask that you adhere to the return date of your borrowed toys. Borrowing entails up to 10 toys for a 4 week period, with one renewal of two weeks available. It is therefore envisaged that no toys should become 'overdue'.

If toys are not returned within the timeframe outlined above, the following will occur:

1. A phone call and/or an email will be sent from the Toy Library Coordinator to the Member, informing that the toys are now overdue and should be returned immediately, either to the toy library in Crows Nest or to one of the Kath Dickson Early Childhood Education Centres at Jennings and Gladstone streets.
2. If the toys are not returned within 2 weeks of the above email, an invoice with the value of the outstanding toys will be sent by email and Australia Post to the Member, with an offer of a payment plan for the invoice amount.
3. If after 2 weeks the invoice has not been acknowledged, or there has been no further communication from the Member, then the matter will be referred to a debt collection agency, with the member being notified via a phone call and/or email. At this stage, membership of the toy library will be cancelled.

POLICY REVIEW

This *Toy Library Member Borrowing Responsibilities* Policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary updates or revisions will be made in consultation with the toy library's stakeholders.

I agree that I have read and agree with the Kath Dickson Community Toy Library Member Responsibilities Policy

NAME..... SIGNED.....

DATE.....