



CHRISTCHURCH SOUTH
TOY LIBRARY

Receipt #: _____
Amount Paid: \$ _____
ID: _____

TERMS OF MEMBERSHIP

Full Name(s):

.....

Current Residential Address:

.....

.....

Contact Phone Numbers: Home

Work

Mobile

Email address:

Is this information confidential (i.e. not to be stored on your membership card)? **Yes / No**

Children's details (under 9 years)

Name	Date of Birth

Please let us know if you are you expecting a baby (You are granted 6 months leave from doing duties after the birth). Due date _____

<input type="checkbox"/> I/we agree to 4 rostered duties and agree to pay \$45.00 membership subscription OR <input type="checkbox"/> I/we opt out of rostered duties and pay a membership subscription of \$95.00

I can help by doing additional roster duty on an on-call basis Yes No

The committee can contact me/us to help with fundraising e.g. sausage sizzles Yes No

Please let us know how you heard about us: _____

1. Privacy Act 1993

Personal information on this form is stored at the Christchurch South Community Toy Library (Library). It is recorded on your membership card, which is kept in the catalogue box on or behind the Librarian's desk. It is also included in the register of members. Unless you specifically request it, the information is not kept under lock and key.

Access to your personal information:

1. You have the right to access and correct your personal information.
2. You must notify the Library of any change to the information.
3. With the exception of personal information relating to your financial status (e.g. unpaid fines, subscriptions etc.) the Librarian and volunteers working at the Library will have access to your personal information.
4. Members of the committee will have access to your personal information.
5. If you are a duty member, your phone number will be listed on the duties roster to enable other members to request a swap with you if needed.

Purposes for which the information provided on this form is required:

1. To create a membership card to be stored in the catalogue so that toys issued to you can be recorded against your name.
2. To create a confidential record of members who have overdue toys and/or owe money to the Library. This record will be used by the Librarian and/or the committee to recover the toys or money from you.
3. To enable the Librarian or a member of the committee to contact you with regard to Library business e.g. newsletter delivery, volunteer roster duty, fundraising help, illnesses notified to the Library.
4. To create a list of members which will be used as evidence of the Library's total membership when applying for grants/donations or for auditing purposes.
5. To provide an address to send out annual subscription accounts to you.
6. To confirm that children enrolled at the Library are eligible i.e. under the age of five years.

2. Loss or Damage Liability

1. Missing Pieces: For lost pieces (including plastic toy bags) a charge of \$5.00 will be made, of which \$3.00 is refundable if the missing piece is returned. If the missing piece cannot be located, you will also be required to pay for a replacement piece.
2. Broken Pieces: If the toy can be repaired, a charge of \$5.00 will be made. If it is necessary to purchase a new piece, you will be required to pay for the replacement piece.
3. Lost, Stolen or Irreparably Damaged Toys: The member must pay for any borrowed toy, which is lost, stolen or damaged beyond repair. If the toy is less than one year old its full value must be paid; if more than one year old its full, depreciated value must be paid. There is a \$10 charge for broken boxes and a \$6 charge for lost zippit bags.

3. Dirty Toy Liability

If a toy is returned to the Library dirty, the following will apply:

- You will be asked to clean it at the Library before you leave.
- You will be reminded that a condition of borrowing toys is that they are returned clean.
- If returning dirty toys becomes an ongoing issue (more than three warnings), the Librarian will impose a \$5 fine, advise that no further toys may be borrowed until the fine is paid and at the committee's discretion, membership may be revoked.
- The Librarian is responsible for deciding whether or not a toy has been returned in a clean condition and will keep a record of any warnings.
- If a member disagrees with the Librarian's decision that a toy has been returned dirty, the toy will be put aside until an executive member of the committee can make a ruling.
- It is the Toy Library's committee that will make the decision if a membership is to be revoked. The member will be refunded unused annual subscription at the rate of \$1.50 per month for the remainder of the subscription period.

4. Injury Liability

The member/s listed on this form assume full and complete responsibility for any and all injuries to any person or persons which result in whole or in part from using the toys borrowed from this Library. By signing this form the member/s release the Library from any and all responsibility in respect of any injuries so sustained either outside of or on the premises.

5. Membership Information and Rules

Rules of Membership to the Library are set out in the Membership Information and Rules booklet. These Rules apply in conjunction with the Terms set out above.

I/we **agree** to abide by the Rules set out in the Membership Information and Rules booklet (Rules) and the Terms set out above (Terms). I/we have read and understood the Rules and Terms.

Signed:
.....

Date:/...../.....

Updated May 2016