

Cleaning

Toys must be thoroughly clean, dry and hygienic on arrival at the Library.

If a member returns a dirty toy, the following procedure will apply:

- The Librarian is responsible for deciding whether or not a toy has been returned in a clean condition.
- 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.

Further information and committee updates:

www.facebook.com/ChristchurchSouthToyLibrary

www.southtoys.co.nz/

Contact:

Kimberly (Librarian)

Email: cstlibrarian@gmail.com

Phone: 027 7141335

Barbara (President)

Email: cstlpresident@gmail.com

Phone: 021 2379395

Tania (Secretary)

Email: chcsouthtoylibrary@outlook.com

Membership Information & Rules



Welcome to our Toy Library. The Library is a community service run by volunteers, which provides good quality toys for local children (0-8 years). We are a non-profit organisation. We are only able to expand the Library and purchase more toys if we receive ongoing funding and good support from members for fundraising activities.

This is your library and we need your ideas to make it work. Please tell us if you have any suggestions, queries or concerns. You are most welcome to attend our monthly committee meetings.

Location & Opening Hours



Somerfield Community Centre

47 Studholme Street, Somerfield

Open: Tuesday 9.30am – 12.00pm
Saturday 9.00am – 11.30am

Toy Rental

Rental is based on the value and age of the toy. Rentals are normally for a 2 week period unless otherwise specified.

Green Spot - \$3

Red Spot - \$2

Puzzles and No Spot - \$1

Membership

Membership is open to any family with a child under nine living within the Library boundaries. Please keep us informed of any change of address. Members who move out of the specified area are entitled to retain their membership. The membership is for 1 year from joining date.

Annual Membership Fee \$45 (including 4 duties at the Library)

OR \$95 (no duty at the Library)

We also offer a temporary membership for when they have young children to stay for short periods. The fee for temporary membership is \$10 per month plus toy hire (no duty required, conditions may apply). There is a maximum term of 6 months temporary membership.

Fees can be paid in cash at the library or directly into our bank account, details below:

Christchurch South Toy Library

03-1594-0057075-000

If you choose not to use the Library for any reason we would appreciate you notifying us. Membership will cease if you do not use the Library for a period of 12-consecutive weeks without first informing the Librarian or Secretary.

If you resign (or your membership is cancelled) you are entitled to a refund of subscription at the rate of \$1.50 per month for the remainder of the subscription period.

Roster for Library Duty



We run a roster system, where you are required to volunteer for four sessions per year. The roster is organised by our Librarian and dates are allocated each term. It is displayed in the library and emailed to duty members at a reasonable time before the start of the next term.

It is the duty members responsibility to know what their duty date is. If the date that you have been allocated is unsuitable, please arrange to swap sessions with another member on the roster and then inform our Librarian.

Duties

A duty is where a duty member manages the toys returns desk, checking toys back in and putting them back on the shelves. When on duty please be at the Library 5 minutes before opening time and remain at the Library for 30 minutes after the close of the session. You are entitled to free hire of toys up to the value of \$5 on your day of duty.

A fee of \$12.50 will be charged to a duty member who does not show up for their duty (within reason). Multiple no-shows may impact subsequent membership options.

Borrowing Period

Strictly two weeks in order to circulate the toys. No booking and no renewal of toys is permitted. Please do not exchange toys with friends (even if they are members of the Library). **All toys are the responsibility of the borrower.**

Overdue Toys

\$2.00 fine **per session per toy** that the toys are overdue. 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 that your toys will be returned late (i.e. ring the Librarian **before** the toys are due).

Missing Pieces

Count all toy pieces when you get home. If something is missing and is not noted on the bag tag, please phone the librarian so you are not held responsible for it.

Please notify the Librarian of any missing or broken pieces when you return it to the library. You will be given 2 weeks to find and return any 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.



Broken Pieces

Toys break even in normal play. Don't be embarrassed if this happens to you. 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.

Lost, Stolen or Irreparable 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.

Tips on Caring for Toys



- Count all toy pieces when you get home. If something is missing and is not noted on the bag tag, please phone the librarian so you are not held responsible for it.
- Keep toys in a separate container and regularly check and clean all the parts.
- Keep outdoor toys stored securely inside when not in use. Please protect these from the sun and weather.
- Watch out for younger siblings and the pet dog (they love chewing toys!).

When cleaning toys:

- Allow sufficient time for the toy to dry before placing it back in the toy bag. Clean toys the day before they are due back at the Library.
- Keep plastic toy bags well away from water to protect the bag labels.
- Do not submerge electronic toys or soak wooden puzzles.