



LEOPOLD TOY LIBRARY

MEMBERS INFORMATION

WHY JOIN A TOY LIBRARY?

The toy library is a great place for families. We provide a fantastic range of quality toys to enrich and develop your child's learning through play at each stage of development.

Added benefits are:

- help the environment and reduce landfill by sharing toys rather than buying them.
- save money! For the price of one good quality toy you can have access to a great variety of toys all year round.
- save space by not having to store large or multiple toys at home
- opportunity to meet other young families.
- trying toys before you buy.

JOINING THE LEOPOLD TOY LIBRARY

To enhance the enjoyment of the Toy Library for all our members, there are a few things you need to consider before you join.

There are responsibilities involved in becoming a member. Please read this information thoroughly before making a decision on whether toy library membership is right for you. Membership is open to families/carers/grandparents of children aged 0 to 7 years of age.

HOW TO JOIN

- Read this paper thoroughly.
- Fill out the Membership form.
- Give the form to a staff member with your photographic ID. showing your current address and payment.
- Once you have signed up as a member you may select your toys and take them to desk to check out.

MEMBERSHIP FEES

Family Annual	\$50
Term (12 weeks)	\$15

Flexible payment plans available

BORROWING LIMITS

2 weeks (with 1 week grace)

Large items	2*
Small items	6*

*Flexible & subject to change
Toys must not be exchanged directly between members



OPENING HOURS

SATURDAY 10AM- 11AM

LOCATION

LEOPOLD COMMUNITY HUB,
31-39 KENSINGTON ROAD

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MISSING AND DAMAGED TOYS

All toys should be catalogued, marked with the identification number, name of toy and number of pieces.

Upon borrowing if you notice a piece from the toy missing, please notify a committee member on its return.

We understand that pieces can go missing. We ask that you please notify a committee member on duty and make every effort to locate the piece. We can either renew the toy for you to keep while you search for the missing piece or return it & we'll store it until the piece is returned.

In cases where misuse of toys is obvious, the committee will decide on the cost to be paid by you for replacement or repair. It is up to you to make it known if you borrow a toy that is already damaged when you receive it.

SHELVING

Our toys are shelved by the development features of the toy, not by age group. This enables caregivers the freedom to pick toys for their child at a glance. You will note that each toy has an identification number on it. The first letter is for the shelving zone followed by the number of the toy.

BATTERIES

Our policy is to purchase toys that do not require batteries or that can function without batteries. We do not provide or replace batteries. If batteries require replacing it is up to members to replace/insert new batteries. Please advise committee member if you notice that a toy is not working after inserting new batteries.

SAFETY LABELS

We make every effort to warn borrowers of potential hazards. However, we take no responsibility for the use and misuse of toys once borrowed. The onus will be on you to check that the toys borrowed are suitable for your children's age and development. You will need to supply your own helmets for bikes and scooters

RESERVING TOYS

Toys can be placed on reservation.

PACKAGING

The majority of toys come with packaging (canvas sacks, bags, boxes). This packaging must be returned with the toy.

DONATIONS

Cleaning out your playroom?

We accept donations of quality toys. Unfortunately we cannot accept soft toys. If you would like to donate any toys please speak to a committee member.



www.facebook.com/leopoldtoylibrary

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OVERDUE FEES

Overdue toys may incur a \$1.00 per week per toy fine after 3 weeks. To avoid overdue fees please ask to extend the loan of your toys.

FUNDRAISING

All members will be required to be involved in fundraising activities unless they are prepared to pay a fundraising levy of \$20.00 per year.

BREAK FROM DUTY

If you are expecting a baby please advise the committee so you can be rostered off duty and fundraising activities for a period of 3 months.

DUTY ROSTER

Each opening session has a minimum of one committee member and one member on duty. All members are required to be involved with duty. You can notify in advance if you are not available on specific dates. It is your responsibility to swap duty with another member if you cannot attend your rostered duty. There is a \$5 Duty Absentee Fee if you do not arrive to your duty.

ENDING MEMBERSHIP

Membership may be withdrawn for not complying with these rules of operation and is at the discretion of the committee and is not negotiable. If a member wishes to resign from the Leopold Toy Library during the paid year, refunds will generally not be provided however any requests will be considered on a case by case basis and is at the discretion of the committee.



RETURNING ITEMS

- Items must be returned to the Toy Library.
- Clean and dry your toys thoroughly (See P4 for tips).
- Check and count all the pieces.
- Ensure that the toys are returned in their original packaging.
- Advise committee member if any delay.

LEOPOLD TOY LIBRARY COMMITTEE

All members are encouraged to be involved in the committee. The more hands available, the lighter the load on everyone!

The Leopold Toy Library's AGM is held in February/March.

Contact Us: leopoldtoylibrary@yahoo.com.au

Website: www.leopoldtoylibrary.org.au



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CLEANING TOYS

Most of our toys only require a wipe over with a damp cloth soaked in hot soapy water.

GENERAL CLEANING

1. If appropriate wash the toy in hot soapy water;
2. Use an old toothbrush to get into those hard to reach places;
3. Rinse with hot water and drain or dry with a clean tea towel;
4. When dry put the toy in a safe place so it keeps clean for return – the boot of the car may be an ideal storage place!

DO NOT SOAK TOYS

Soaking our toys may result in discolouration, warping, containment of water, removal of stickers, labels, and identification codes.

Stubborn Problems/Alternative Solutions

Grease	Use a product such as Spray & Wipe
Odours – kitchen and other smells	Can be removed very effectively by wiping over with Vanilla Fridge wipe
Environmentally friendly & non-toxic	Use a bicarb and vinegar solution

KIDS FUN PACK

We have a range of large toys available for individual hire by members and the general public

CLIMB-N-CRAWL CATERPILLAR
ROLLER COASTER
PLAY GYM
LARGE WAFFLE BLOCKS
GIANT SNAKES AND LADDERS
GAMES PACK

(incl. parachute, sacks, eggs and spoons & ring toss games)

Prices on our website and also available by email. Non-members will be charged a refundable deposit.

Want to book the Kids Fun Pack for your next party, BBQ, get together? Book early because people are taking advantage of this fantastic, cheap entertainment for the kids!

Email leopoldtoylibrary@yahoo.com.au



OUTSIDE TOYS

Please ensure that ALL resources are stored indoors when not in use. The hot sun can warp and discolour items, spiders and creepy crawlies may make a home in them and pets/animals may spray on items. **Please clean underneath toys thoroughly to eradicate spiders and webs.**