



## MEMBER'S GUIDE

### Further Information:

**Email:** info@grovedaletoylibrary.org.au

**Address:** 45 Heyers Rd, Grovedale 3216 - Grovedale Community Hub

**Web:** [www.grovedaletoylibrary.org.au](http://www.grovedaletoylibrary.org.au) Also find us on FB and Instagram!!

**Opening Hours:** Saturday 9.30am-11.30am (during school/kinder terms, closed Public Holidays)

(check website for any other additional opening hours)

## WELCOME TO GROVEDALE TOY LIBRARY

We hope you enjoy many hours of fun and discover lots of new play experiences. Children, grandchildren, and playgroups alike enjoy our 1000+ toys. A broad range of quality toys are available for children up to 8 years old, including outside toys, ride-on toys, baby toys, dress-ups, games and puzzles and coding.

Grovedale Toy Library is operated on a not-for-profit basis. The running costs of the toy library are financed by member subscriptions, and fundraising. The annual membership fee covers our room rental costs and fundraising covers the purchase of new toys. From time to time, we also benefit from business sponsorship and grants.



We are a member of Toy Libraries Australia (TLA) and is managed by a committee of volunteer members who are elected annually at the Annual General Meeting (AGM).

Grovedale Toy Library is a child safe organisation and we are committed to child safety. Please refer to our Child Safe Policy for further information.

**Keep this booklet as a handy reference guide for all things toy library, and enjoy!**

## **WHAT WE ASK OF OUR MEMBERS...**

- Volunteer at a session approximately once a term.
- Participate in at least one fundraising activity per year.
- Help out at an annual stocktake and toy cleaning session.

### **Rostered duty**

As our toy library is run for the members by the members, everyone is required to do approximately 3-4 volunteer shifts per year. One shift equals one toy library borrowing session. Members are asked to nominate for a duty date prior to the start of each term. If you do not select a duty date, a date may be allocated to you, on the basis of members owing the most duties.

Any family member or carer is welcome to do your family's volunteer shift. Rosters are distributed before the start of each term.

Volunteering is a great way to see the huge variety of toys the library has on offer, and meet other parents.

IF UNABLE TO ATTEND YOUR ROSTERED VOLUNTEER DAY, IT IS YOUR RESPONSIBILITY TO RING OTHER MEMBERS TO FIND A REPLACEMENT. Keep a copy of the current roster just in case you need to ring other members. **Please notify via text to duty leader AND email [rosters@grovedaletoylibrary.org.au](mailto:rosters@grovedaletoylibrary.org.au) of all swaps.**

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\*\*Members are not required to do duty for 3 months after the birth of a baby - please remind us if this is the case, we don't want to ask!

## **Fundraising**

Grovedale Toy Library relies on fundraising in order to purchase new toys. Apart from annual subscriptions, fundraising is our main source of revenue. The committee organises a number of fundraising events during the year, and these are much more effective if well supported.

*Our members are asked to support at least one fundraising venture throughout the year.*

## **Stocktake**

A Toy Stocktake is carried out annually, usually in the middle of each year.

On this day all toys are counted, deep cleaned, checked for damage and missing pieces followed up. It is appreciated if members can assist on this day. If you help on this day you will be eligible to borrow a large toy for the long school holidays over summer..

# **BORROWING CONDITIONS**

## **Loan Period**

Toys are borrowed for 2 weeks only.

If you cannot return your toys on time, you can extend your loan for an extra 2 weeks online using your Mbase log in.

Before leaving the toy library, or immediately upon arriving home, members must check that the toy is complete and undamaged. The duty leader is to be informed of any discrepancies or damage. If discrepancies are noted at home, please email [info@grovedaletoylibrary.org.au](mailto:info@grovedaletoylibrary.org.au) immediately. A loan receipt will be emailed to you, and this will note any alerts regarding damage or missing pieces already noted.

## Damaged Toys

If you have broken something, **DON'T PANIC!** We realise that some toys will break as a result of normal wear and tear. Members should report damaged toys to the duty leader. Normal wear of the toys is expected but if the toy is damaged in another way the member may be asked to pay for the cost of repairs or replacement at the discretion of the toy library committee.

## Lost Pieces

Any member who loses pieces from a toy will be asked to re-borrow the toy for 2 weeks and continue looking for the piece. If the piece is not found the member pays a \$2.00 fine. If the piece is found, they will receive a \$2.00 refund. If the piece is large and is essential to the working of the toy, the member may be asked to pay for a replacement piece at the discretion of the toy library committee. Members can only borrow their limit of toys including the one they are looking for the missing piece.

## Cleanliness

All toys must be wiped clean and dried before returning. Toys for babies and bath toys **MUST** be washed in disinfectant. If not clean on return, there are supplies in the cupboard and must be attended to before putting on shelf. More information on cleaning toys can be found at <https://www.toylibraries.org.au/cleaning-toys>

## Overdue Toys

Overdue toys attract a fine of \$2.00. If you are unable to return toys on due date you may email the toy library ([info@grovedaletoylibrary.org.au](mailto:info@grovedaletoylibrary.org.au)) or login to your mibase account to renew your items online. Please note: once they are overdue they cannot be renewed online.

## Batteries

We ask that members add their own batteries to the toys borrowed. These can then be removed prior to returning toys. Some battery operated toys do not work with rechargeable batteries, and will require heavy-duty disposable batteries for optimal performance.



## Closing Time

All toy return and borrowing activity should be completed 10 minutes before closing time. This allows the duty volunteers to close and leave on time.

## Toy categories and codes

All toys are labelled by category and code. This code is entered into the computer and is recorded with your details.



## MEMBERSHIP

Membership fees are based on the number of toys you are allowed to borrow. Annual fees are shown below and are valid for 12 months from the date of membership and include a \$5 liability insurance fee.

1x Membership includes 1 large toy, 2 small/medium toys, 1 puzzle/game  
2 x Memberships includes 2 large toys, 4 small/medium toys, 2 puzzles/games

Type	Fees (new member)	Fees (renewal)
Family (1 Membership)	\$60	\$55

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Family (2 Memberships)	\$70	\$65
Concession/Grandparent (1 Membership)	\$45	\$40
Concession/Grandparent (2 Memberships)	\$55	\$50
Playgroups/ Day Care (3 Memberships)	\$90	\$85

### Special Offers

Babies/New Mums:

The toy library has a large selection of quality toys for babies. **Join before your baby is 9 months old and receive a bonus 3 months of membership (15 months for 12).**

*Please note: prices and special offers are subject to change without notice.*

## ADDITIONAL INFORMATION...

### Safety

It is the responsibility of members to ensure that the toys they borrow are appropriate for their child's stage of development and are used in a safe manner. Some toys have warnings about small pieces, laces etc. An approximate age group is also suggested for the toy.

Wheeled toys such as bikes, scooters etc. require a safety helmet to be worn during use. These are available to borrow in addition to the usual toy limits per membership. A waiver must also be signed before borrowing any bike or scooter that requires a helmet.

### Car parking

Grovedale Toy Library benefits from great car parking. We offer a trolley to transport your toys to the foyer, and the rostered volunteers will be happy to help you load items into your car.



## Newsletter

A newsletter is distributed quarterly. Please take the time to read the newsletter as it informs members about upcoming events, new toys purchased, any changes to this guide and the duty roster.

## Donations

We are often asked if we take toy donations. The answer is Yes! Thank you.

If your children have outgrown some of their toys, we would welcome your donation to boost our toy collection. The toys don't need to be new, but they do need to be suitable enough to give to a friend.

Donated toys should also be:

- Well designed & constructed
- Safe for future play
- Durable and robust
- Clean
- Easy to clean (no soft toys, dolls or teddies)
- Complete with any accessories and in good condition (we sometimes accept toys with missing pieces or bits and pieces such as Little People characters, as we can use them for spare parts – please ask us first).
- Suitable for children from birth to 8 years old
- Easily transported in a car

Please contact us [info@grovedaletoylibrary.org.au](mailto:info@grovedaletoylibrary.org.au) if you have toys to donate.

We prefer to arrange drop off to a committee member. We can only accept donations during our open sessions by prior arrangement, as our storage space is limited until toys are processed. (Please don't leave by the door when we aren't in.)

Many thanks to those who have already donated to our collection. We appreciate your generous support.

Should you wish to make a monetary donation to the toy library, or sponsor a specific toy purchase, please contact the President on [president@grovedaletoylibrary.org.au](mailto:president@grovedaletoylibrary.org.au) .

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## Party pack and specialty packs

Grovedale Toy Library has a fantastic set of special party games and toys, plastic cups and plates, and child height chairs and tables that is available to both members and non-members for an additional hire fee for 1 week.

The party pack is suitable for both outside and inside, at home and at the park. It is portable and easy to clean.

Please check the website for further information.

You can book it by completing the online form on the website. Your requested booking will be checked and invoice raised for the hire fee and bond, and your booking will only be confirmed once payment is made.

## Business sponsorship

Business sponsorship is a great way for local businesses to promote themselves and also contribute to a community service. It enables businesses to communicate with local, young families at a grass roots level. Please contact the committee for further details.

## Other ways you can help

Word of mouth is still the most effective way for new members to find out about us. If you can help by taking flyers to your kinder, playgroup, business or other appropriate local venue, we would greatly appreciate it. Following Grovedale Toy Library on Facebook and Instagram, and interacting with our posts is also a great way to support us.

We welcome community volunteers with a current Working with Children Check.

*Quilt bags* or any good quality plastic bags with a zip (bags from pillows, sheets, wraps, some clothing, including shirts and small items) make fantastic toy bags. Recycling your bags saves the toy library money and helps the environment. Clear suit bags make fantastic costume storage. We also occasionally need coat hangers to be replenished.





Finally, we are always extremely grateful for any members who can assist us with *sewing, administration duties, toy repairs* or any other talents you may possess that could assist us in any way! Please speak to a duty leader if you can help.

## **ABOUT OUR TOY LIBRARY...**

Grovedale Toy Library is a support service promoting the value of play in the Geelong region. Servicing local families since 1985.

The toy library provides a broad range of quality toys, which may not otherwise be available to families.

Members are encouraged to borrow toys appropriate to their child's development and for their enjoyment.

The participation of all members is vital for the continued existence of the toy library.



**DON'T FORGET TO INVITE YOUR FRIENDS!**