

Membership Guidelines

Member's Copy

Membership

- **OPTIONS:**
 - o 12 Month Rostered \$120 2 x 1-hour duty plus \$50 duty bond (refundable)
 - o 6 Month Rostered \$70 2 x 1- hour duty plus \$50 duty bond (refundable)
 - o Casual Non-Rostered \$25 For 5 visits plus \$20 toy bond (refundable)
- Additional duties can be done, and you will receive \$5 off your membership for each additional duty/hour completed (maximum of 4 additional duties).
- Duty date must be booked in at the time of purchasing membership, either through the online portal or with our librarian.
- All membership fees are non-refundable – except Casual Membership bond.
- There are no extra charges per toy – provided toys are returned on time and in clean and non-damaged condition otherwise fines will be charged accordingly (see **Fines** Section).
- Membership fees are renewed annually. No toys may be issued after the renewal date until the membership fee has been renewed and paid.
- Payment options are available. A Payment Plan Agreement must be completed and signed by both parties.
- Current proof of ID (e.g. Driver's Licence, Passport) and current proof of address (e.g. Bill) dated within 3 months of membership application, must be submitted and approved.
- Members must reside within Hamilton City boundaries or rural areas on the south/east side of the city. Anyone outside these areas must apply to the Committee for approval.
- Payment can be made by Cash or Direct Credit (into our Bank Account).
Bank Account Details: Hamilton Toy Box Toy Library, Westpac 03-1559-0103523-000

Borrowing

- Full paying members may borrow a maximum of 4 toys, and a puzzle.
- Only one toy in the **F** and **G** range is allowed to be taken out at any one time.
- **Casual members** may borrow a maximum of 3 toys in the **A** to **E** range only.
- Items may be borrowed for a maximum period of 2 weeks.
- Items may be renewed once at the end of the fortnight for another two week period – but this may depend on the popularity of the toy or if the item is reserved. Permission granted at the discretion of the Librarian. Contact must be made on/before the due date otherwise late fees will be charged per item.
- All items are expected to be returned on time, in their original packaging and in a clean and non-damaged state. Failure to do so will result in fines.
- Immediate notification of damages must be given. Any damages are not to be repaired by Toy Library members unless authority has been given by either the Librarian or Committee Member.
- Many of the toys or puzzles are displayed in clear plastic bags or containers. Items must be returned in these. Failure to do so will result in fines.
- Toys requiring batteries will not be supplied with batteries. This remains the responsibility of the borrower.
- Extra toys (unlimited number) may be hired for special events, such as birthday parties, to members at a cost of \$5 per toy. All toys hired for special events must be returned at the next library session (e.g. Toys picked up Saturday must be returned at the Tuesday Session following).
If there are specific toys wanted these will need to be asked for and reserved a month in advance to allow time to ensure the toy is returned and available.
- Check all toys once home to ensure all pieces stated have been issued with the item. Contact to be made within 48 hours to inform us of any differences otherwise Missing Pieces fines will be charged accordingly.
- Toys unsuitable for outside play must remain inside and stored safely indoors.

continued over.....

Fines

Toys not clean/dry	Toys need to be returned in a clean and dry condition. If toys are not returned in a satisfactory manner you will be asked to clean or dry them or you will incur a \$2 penalty fee.												
Toys returned late	You will be charged \$2 per toy for each week that toys are returned late unless prior permission has been given. If you fail to return toys 4 weeks overdue, we will presume you have lost them and will bill you for their replacement cost. Until the fine is paid no more toys can be issued.												
Missing Pieces	<p>Toys with missing parts will be reissued so borrowers can find the missing piece/s. When toys are reissued (for the purpose of finding missing pieces) the period of reissue will not exceed 2 weeks before charges are incurred.</p> <p><u>Chart for charges on damaged or missing parts:</u></p> <table border="1"> <thead> <tr> <th></th> <th>A-C toys</th> <th>D-G toys</th> </tr> </thead> <tbody> <tr> <td>Non-significant pieces</td> <td>\$3</td> <td>\$6</td> </tr> <tr> <td>Significant pieces</td> <td>\$6</td> <td>\$9</td> </tr> <tr> <td>Crucial pieces</td> <td colspan="2">Cost of Replacement</td> </tr> </tbody> </table> <p>Please enquire if you are not sure before borrowing a toy.</p> <p>(These amounts are current at the time of printing. They are subject to change. The figures on the fines poster on the Toy Box Toy Library wall will be considered the most up-to-date ones).</p> <p>If missing parts are subsequently found in good order, a refund will be given. (Except for when the full replacement cost has been charged).</p> <p>N.B. Missing puzzle pieces are considered crucial pieces and therefore the full cost of the puzzle will be charged.</p>		A-C toys	D-G toys	Non-significant pieces	\$3	\$6	Significant pieces	\$6	\$9	Crucial pieces	Cost of Replacement	
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- All outstanding fees/fines must be paid before further toys can be borrowed. If fees/fines are outstanding after one month from the date of incurring them, you will be sent a notice. Failure to pay these fees/fines will result in termination of membership.
- The Toy Box Toy Library has the right to call in debt collectors if toys and/or fees are outstanding over 3 months.

Rostered Duty

- Due to the Toy Box Toy Library being run on a voluntary basis if you are a **rostered member**, your help is required at **2 x 1-hour in a session per 12 Month** Membership or at **2 x 1-hour in a session per 6 Month** Membership.
- You will need to sign up the date of your duty when signing up with us, or you will be given a roster with the date of your duty if you do not have a preferred date of your duty. If you are unable to make that day you must give us one week notice (unless there are unforeseen circumstances) so that we can find a replacement, or you can organise a replacement yourself. We will reschedule you for another date.
- If you are unable to do these duties due to personal circumstances you must advise the Toy Librarian.
- The **duty bond will be refunded** once the member has completed both rostered duties within their membership period.
- **No duty refund** will be issued if duties are not completed by the end of the membership period.
- **Bond renewal condition** - The \$50 duty bond will not roll over when a member renews their membership.
- Returning members are required to:
 - Pay a new \$50 duty bond and
 - Select and confirm their 2 x 1-hour rostered duties at the time of renewal
- While on duty you will be required to be at the Toy Library for 1 hour in a session (children are welcome to stay with you) and tasks include checking/counting toys returned, cleaning as necessary, help packing up. Please read the 'Duties List' at the Toy Library.

Opportunities to help

- **Stocktake** is an annual event when Toy Library items are checked, cleaned, remarked and repaired as necessary. Your help at this event is essential to ensure we are able to complete this task efficiently. Dates are advertised well in advance so you can add this event to your calendar.
- **Repairs** are often needed as toys are well used. If you are able to help with sewing, gluing, electrical repairs etc please let the Librarian or a Committee Member know.

- **Fundraising** is vital to the running of the Toy Library. You are expected to take part in organised fundraising events throughout the year.
- **Committee Supporter** is a role where you can help with tasks associated with running the Toy Library while not being expected to attend meetings or responsible for key matters. Once you have served for a minimum of 6 months you may be invited to become a Committee Member. Any extra duties served will be credited to your account at the Committees discretion.

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Contract Copy

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Membership Agreement

Name: _____

Address: _____

Phone Number: Home: _____ Mobile: _____

Email: _____

Children's Names: _____ M/F Birthdate: _____

_____ M/F Birthdate: _____

Alternative Contact: Name: _____

(friend or relative
at a different address
in Hamilton)

Relationship to you: _____

Address: _____

Email: _____ Phone Number: _____

Membership Option: 12 Month Rostered membership \$120+\$50 bond

(please tick chosen option)

6 Month Rostered membership \$70+\$50 bond

Casual Non-Rostered \$25 + \$20 bond for 5 visits

If Rostered, what is your preferred day of 1-hour duty? (sign up a Date) _____

How did you find out/hear about the Toy Box Toy Library? _____

As a voluntary based organisation we require your help with various tasks. Please select at least one of the following tasks that you agree to help with: Stocktake Repairs Fundraising Committee Supporter

Agreement to the Conditions/Rules

I have read and understand the conditions/rules for using the Toy Box Toy Library. I agree to the conditions/rules as outlined in the 'Membership Guidelines' and will pay any fines/fees incurred in my name.

Liability Clause

I hereby assume complete and full responsibility for any and all injuries to any person or persons, which result in whole or in part from using the toys I have borrowed from this library. I hereby release the Toy Box Toy Library from all responsibility for any injuries so sustained either outside or in the library premises.

I acknowledge that the Toy Box Toy Library reserves the right to visit homes to reclaim overdue toys.

Signed (Member): _____ Name _____ Date _____

On behalf of the Toy Box Toy Library: _____ Name _____ Date _____

Office use only:	I.D. Type: _____ No. _____	Payment: \$ _____
	Address Verification: _____	Received: _____
	Membership: R12 R6 C _____ Member No. _____	<i>Method & Date</i>