



Elwood Toy Library Inc.

Incorporation No. A0031396C

located at:
Elwood / St Kilda Neighbourhood
Learning Centre
87 Tennyson Street
Elwood VIC 3184
Tel: 9531 1679

www.elwoodtoylibrary.org

New Member Joining Form

No. _____

Date _____

Name _____ Partner's name _____

Address _____

Postcode _____

Telephone _____ Mobile _____ How did you hear about us? _____

Email address _____

Children's names	Date of Birth	
_____	__/__/__	Male/Female
_____	__/__/__	Male/Female
_____	__/__/__	Male/Female

Roster Duty: 4 x 2 hours per year. Preferred roster duty day/s: Wednesday Friday Saturday

Any languages/skills/resources that you can offer to the Toy Library _____

I agree to abide by the terms of the Elwood Toy Library Members' Agreement, a copy of which I have been given, and by the Rules of the Elwood Toy Library.

If I have given an email address above, I request that all Notices and other correspondence are sent to me at that email address.

I agree to carry out roster duties four times each year.

Driver licence no. _____ Signed _____

Membership paid	_____	<input type="checkbox"/> Full	<input type="checkbox"/> Concession
Credit Card fee (\$3.-)	_____		HCC/Concession No.
Total	_____		_____

Paid by: Cash Cheque Credit Card

Fess (Full/Conc.) 1 child (\$90/\$70) 2 children (\$100/\$75) 3 children (\$110/\$80)

PRIVACY STATEMENT

Elwood Toy Library is a not-for-profit community organization, managed and staffed by its unpaid member volunteers, with the exception of its co-ordinator. The information that we have asked you to provide on joining the Toy Library is used solely for the purposes of enabling the Toy Library to function and for you to receive communications relevant to the Toy Library when available and appropriate. Elwood Toy Library does not pass on personal information on its members to any other organization. From time to time, statistical analyses are carried out on the Toy Library's membership to assist with toy purchase and the acquisition of funding grants from local, state and federal governments. We ask for detail on your partner's name to assist the Toy Library in identifying when members do roster duty. Your child's/children's details are used to ensure that relevant toys are available for the different age groups. When you resign from Elwood Toy Library, your details will be deleted from our records.



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ETL Members' Agreement (March 2009)

To become a member of Elwood Toy Library, it is important that you understand the rules and responsibilities of the Library.

Borrowing Guidelines

Toys can be borrowed for up to 3 weeks. There are no extensions beyond this time. Toys more than 2 months overdue will result in cancellation of membership.

Option 1	Option 2	Option 3
3 toys (only one can be large) + 3 puzzles	3 toys (only one can be large) + 3 games	3 toys (only one can be large) + mix of games and puzzles (max. 3)

Members should choose carefully to make sure the toys selected are appropriate for their child's age. **Members must check and count pieces for the items they are borrowing before leaving the Toy Library.** If there are missing pieces or missing packaging, tell the person on duty and a note will be made on the computer file. Each toy, game and puzzle borrowed is listed on a docket from the computer. This gives details of the condition, number of pieces, details of any damage or missing pieces and the due date for return.

Fines

Overdue toys incur a non-refundable fine of \$1.00 per family per full week. Missing pieces are fined at \$5.00 per piece/item of each toy, puzzle or game and \$3.00 per packaging or guitar string. Fines for missing pieces are refunded when the pieces/items are returned.

Damaged or Lost Toys

While allowances are made for normal wear and tear, members are required to:

- pay for the cost of repair to an item if it is returned with significant damage; and
- contribute a reasonable sum towards the cost of replacement of an item if it is lost or returned in a condition beyond repair (such reasonable sum to be determined by the Elwood Toy Library Committee).

Roster Duty

Volunteers help run the Elwood Toy Library and membership requires each family to serve on a roster during open hours. The roster duty is 4 x 2 hours per year. Members can choose the time that best suits them by placing their name on a roster posted in the Toy Library one term in advance. If you do not elect a rostered duty time, one will be allocated to you. If you do need to swap sessions please arrange this with another member and let the co-ordinator know of the change. If you cannot make it on the day **please** let the co-ordinator know so that she can be prepared. You may also be asked to help with stocktaking and working bees.

Opening Times

The Library is open each Wednesday, Friday and Saturday from 9.30 to 11.30am. Please allow yourself at least 15 minutes before closing time for returning and borrowing toys as the Toy Library must close at 11.30am. The Library is closed during Christmas and Easter holidays and on public holidays and Saturdays of long weekends.



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Care of Toys

Toys are much more appealing if they are clean and properly packaged. This information has been prepared to help you return the toys you borrow in the best possible condition.

Most toys can be cleaned using normal dishwashing liquid. We recommend using 'Spray & Wipe' or a similar cleaner for more stubborn stains. Old toothbrushes, toothpicks and cotton tips can help remove dirt from corners. Please dry toys thoroughly before returning to their packaging.

- **Wooden toys** like Brio train sets should be washed and scrubbed carefully, but do not soak them in water.
- **Construction sets** such as Duplo, can be soaked and scrubbed clean, though drying can be awkward in the 'fiddly bits', so just leave them to drain on a tea towel overnight or dry them with a hairdryer set on low.
- **Rattles and baby toys** should NOT be immersed in waters as it can damage the inside of the toys. Instead, wipe them with a wet cloth and a little detergent, then rinse well with a cloth.
- **Bath toys** must be thoroughly cleaned and please make sure they are completely dry.
- **Ride on's** should be wiped down all over (wheels included). Please do not leave outside toys out overnight, in the rain or in the hot sun as the weather will deteriorate colour and materials.
- **Costumes** must be washed and pressed (if necessary).
- **Puzzles** are easier to clean when they are complete. Give wooden puzzles a wipe over with a hot cloth and use a 'just damp' cloth to clean cardboard puzzles.
- **Games**, including boards and pieces should be wiped clean.

Packaging

- Toys should always be returned in their correct packaging.
- Do not allow children to play with boxes or bags. If damaged, they are difficult to replace and the toys become less appealing to future borrowers. Boxes needing repairing should be given to the co-ordinator.
- Puzzles are usually covered with stockings. If the stocking needs replacing, see the co-ordinator.
- All toys, games and puzzles are packaged in RAECO plastic bags, with the exception of large toys. Small pieces are packaged in a separate re-sealable bag. This is the best way to prevent any loss. If any of the sealed bags deteriorate, please let the co-ordinator know.
- Toys have a classification label identifying which category they belong to. Please help us to keep the toy room tidy by returning toys, games and puzzles to the correct shelf or hanging trolley.