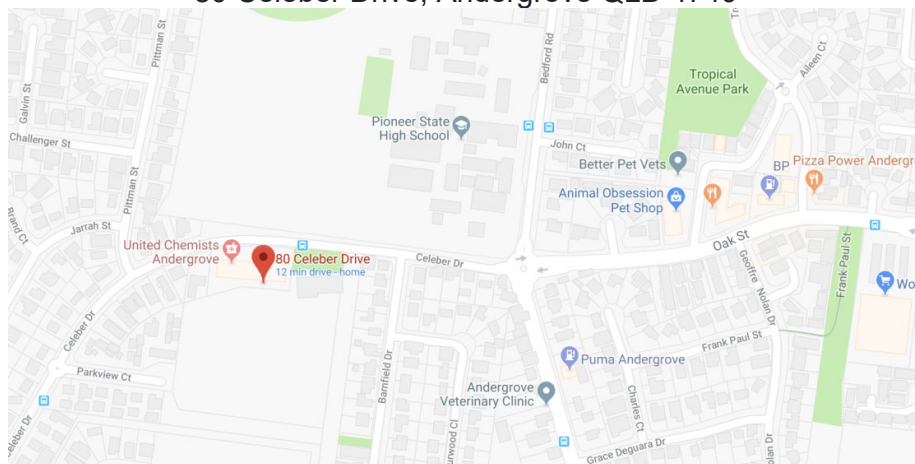


Andergrove Community Centre
80 Celeber Drive, Andergrove QLD 4740



Postal Address: PO Box 566, Mackay QLD 4740

Website: <https://www.mackaytoylibrary.org.au>

Email: info@mackaytoylibrary.org.au

Facebook: <https://m.Facebook.com/mackaytoys>

Instagram: <https://www.instagram.com/mackaytoylibrary>

SETLS: <https://mackaytoylibrary.setls.com.au>

Welcome to the Mackay Toy Library! We hope that you and your family make full use of your membership by spending time playing and learning together.

We are a not for profit organisation run entirely by volunteers. The Committee is elected annually with monthly meetings to ensure the Toy Library continues to operate smoothly. If you have any suggestions/feedback you are most welcome to attend a meeting. We also welcome anyone wanting to join the Committee. There are different levels of involvement so you can choose to contribute as much as you feel comfortable with.

TOY LIBRARY HOURS

- Alternate Wednesday morning 9:30am till 11:30am
- Alternate Thursday evening from 5pm till 6:30pm

To know which week we are in please check our SETLS calendar.

Please try and be at the library 15 minutes prior to closing to ensure there is enough time to browse and borrow toys.

We are closed public holidays and for several weeks over the Christmas/New Years break. Please follow our Facebook/Instagram page updates.

MEMBER DUTY

As you are aware we are run by a volunteer Committee. We depend on our committee members, toy borrowing members and other community members to volunteer and assist us on our borrowing days and with our other duties so we can maintain our presence in the community. We welcome and encourage our members to complete a minimum of 3 duties (each duty is equivalent to 2 hours) over a 6 month period and in return we offer a discounted 5 toy membership for 6 months equal to the value of \$40 (\$10 discount).

Duty Options:-

- Attend a monthly committee meeting
- Attend our Annual General Meeting (AGM)
- Volunteer on our borrowing days
- Fundraising activities
- Cleaning/repairing toys as required
- Sewing bags/screen printing
- Assisting in Stocktake

Duties will be rostered via the SETLS software that the Toy Library utilises. Should you not be able to complete a duty we ask that you inform the rostering coordinator as soon as possible. Contact can be made via email (preferred), Facebook Messenger. Details are on the front page of this booklet.

BORROWING

Each borrowing day there will be a minimum of two (2) and maximum of four (4) volunteers that will be rostered on.

The normal borrowing period is 2 weeks. You are able to exchange toys earlier if you wish.

- 5 Toy Membership – You can borrow 5 toys every 2 weeks
- 5 Toy Membership – Concession Card Holder - You will be entitled to a discount on our normal 5 toy membership if you hold a healthcare card or concession card. You can borrow 5 toys every 2 weeks
- 5 Toy Membership – Discount - You will be entitled to a discount on our normal 5 toy membership if you volunteer a minimum of 3 times in 6 months. You will be able to borrow 5 toys every 2 weeks

In order to borrow, bring the selected toy to the desk and the borrowing number will be entered into the database.

BORROWING RULES AND CONDITIONS

1. Membership fees are paid in advance and are due when required.
2. It is your responsibility to check the condition of toys prior to leaving the library. Any missing parts or defects will be noted and recorded on the contents card as well as SETLS.
3. You may only borrow toys under your own membership and not on behalf of someone else.
4. You may return toys on behalf of another member but the condition of toys remains the borrowers responsibility.
5. Items must remain in the possession of the member who borrowed them. Toys may not be loaned to other people.
6. Fees and fines apply as detailed in the 'Fines' section of this booklet. The final decision is at the discretion of the Toy Library Committee.
7. Failure to return toys will result in termination of membership.

RETURNING TOYS

Please return toys to the returns area of the library. Do not return to the shelves as they need to be checked off and looked over prior to being placed back on the shelves.

Toys must be returned in clean condition as determined by Toy Library Committee member. We will provide access to water and cloths if toys require further cleaning. This is the responsibility of the borrower to complete. Any missing parts or defects not recorded prior to being borrowed will be assumed to be new and you will be liable for fines.

RENEWING

Toys can be renewed online via the SETLS software for one more 2 week loan period.

CLEANING TOYS

Toys can be washed with hot soapy water and a cloth. Please don't submerge toys as many contain batteries/electrical components.

For wooden toys and puzzles please ensure that they do not get too wet. A damp cloth is sufficient.

Cotton buds and skewers can be used for crevices.

Large outdoor items should also be washed if visibly dirty.

RESERVING TOYS

Some toys are very popular and are rarely present in the library. You are able to reserve toys using our online software. If you are unsure how, please contact a member of the Committee to assist you. The toy will be held until the next session for you. If you are unable to pick it up then, it will be offered to the next person on the list.

FEES AND FINES

MEMBERSHIP TYPES

- 5 Toy Membership – Borrow 5 toys every 2 weeks (\$50 per 6 months)
- 5 Toy Membership – Concession Card Holder – Borrow 5 toys every 2 weeks (\$40 per 6 months)
- 5 Toy Membership – Discount – Borrow 5 toys every 2 weeks (\$40 per 6 months)

FINES

Overdue Fee	\$3 per week per toy
Cleaning Fee	\$10 per toy
Damaged Piece Fee	Replacement value as determined by the committee
Damaged Toy Fee	Replacement value as determined by the committee
Missing Piece Fee	Replacement value as determined by the committee
Missing Toy Fee	Replacement value as determined by the committee

*PLEASE NOTE: If a missing piece or damage renders the toy unusable then you will be charged replacement for the entire toy. The final decision is at the discretion of the Committee.

GIFT VOUCHERS

If you wish to gift a membership we have gift vouchers available. Please ask any of our Committee members if you are interested.
All normal membership terms and conditions apply.

SAFETY AND CARE

When you join the Toy Library or renew your membership you will be asked to sign a helmet waiver. This states that you are responsible for ensuring that your child is wearing a helmet and other appropriate safety gear when using any toy from the Toy Library.

All the toys are there to be enjoyed by everyone. Please keep this in mind and take care when the toys are in your home. We understand some toys are old and accidents may occur but if damage is deemed to be deliberate or of an unacceptable level you will be charged replacement cost of a toy.

**Thank you for
becoming a member
and we hope you enjoy
our Toy Library!**