



2009 Toy Library Guidelines

Community Toy Library for Grey Lynn, Westmere and Point Chevalier

St Columba Church Hall, 92 Surrey Crescent, Grey Lynn, Auckland 1021

PO Box 78422, Grey Lynn, Auckland 1245

greylynn.toylibrary@gmail.com

www.theopentoybox.org

Welcome: The Open Toy Box is the local community Toy Library for Grey Lynn, Westmere and Point Chevalier. It is run and funded by volunteers from local families, for local families, and strives to give you and your children access to a wide range of stimulating educational toys and equipment.

How it works:

- Regardless of when you join during the year, your membership lasts until the end of November when the library closes for the summer holidays. You will need to renew for the following year to guarantee your place.
- You join as either a “rostered” or a “full subscription” member. Rostered members do volunteer duties in return for a reduced subscription. See the Membership Application Form for the table of fees and duties.
- You can borrow up to three toys at a time, and four toys once all 3 duties are complete, or if you are a full subscription member.
- You can borrow the toys for a maximum of two weeks.
- Before leaving the library you must check the condition and description of the toy parts against their label. If they do not match, please inform the librarian so that she can update the computer and your receipt. You will be charged for any missing or damaged toy pieces that are not recorded by the library before you borrow the toy.
- There is no toy reserve system.

At home:

- Please take care of your Toy Library toys so that other children can enjoy them too.
- Make sure your children understand how to use the toys safely. Choosing appropriate toys will help.
- Always clean your toys before returning them.
- Never leave Toy Library toys outside unless they are designated as “Outdoor”.
- Never lend Toy Library toys to friends.

Duties:

- A duty roster is always at the toy library, and it is your responsibility to put yourself down for dates that suit you. Stocktake/springclean (one held in the middle of the year, and one at the end of the year) count as two duties.
- You should aim to complete 2 duties by mid year.
- We encourage members not to bring children along when doing duties where it's possible for them.
- A \$25 fine is charged for each duty defaulted, or for stocktake/springclean this is \$50.

Fines:

- The librarian may advise that you cannot take out additional toys while you have unpaid fines.
- Overdue fine - \$2 per toy per week is charged for toys not returned on time.
- Missing pieces - A fine is charged per piece. This is refunded if the piece is returned within one month (please bring your receipt). The fine charged is usually \$5 per piece. However, we reserve the right to charge for more expensive pieces (e.g. Thomas trains).
- Broken toys/pieces - If a toy is broken we may ask the member to contribute towards the replacement cost. The Librarian will notify the Toy Library Committee who will determine an appropriate amount. Each case is treated individually as the age and condition of the toy is taken into account.

Opening hours:

Wednesday & Saturday 9.30am-11.30am (please arrive before 11.15am)

School Holidays (as above).

We are closed on public holidays and long weekends.

Committee member contacts:

Anne Williams, ph 360-6378; Dana Hudson ph 845 5621; greylynn.toylibrary@gmail.com; Cara Warner, Librarian (Wed); Dawa Rowley, Librarian (Sat).