



**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](mailto:greylynn.toylibrary@gmail.com)  
[www.greylynntoylibrary.co.nz](http://www.greylynntoylibrary.co.nz)

## 2017 NEW MEMBERSHIP APPLICATION FORM

### MEMBERSHIP DETAILS

<b>CONTACT 1:</b>		<b>CONTACT 2:</b>	
Family Name:		Family Name:	
First Name:		First Name:	
Street Address:			
Contact Phone Number:			
Email:			
We contact you through email or phone about important toy library information such as roster duties, newsletters or open and closure dates.			

### CHILD(REN) DETAILS

Name:	DOB:	Gender:
Name:	DOB:	Gender:
Name:	DOB:	Gender:

### MEMBERSHIP TYPE & FEES

Please circle your chosen membership in the month you are joining below:  
 The fees below include a one-time administration fee of \$25 for new members (excludes temporary membership).

Membership Type & Joining Month:	Feb to Apr	May	Jun	Jul	Aug	Sep	Oct to Nov Next Year	Nov to Nov Next Year	Dec – Jan	
Full	\$210	\$195	\$180	\$160	\$140	\$105	\$250	\$210	Toy Library Closed	
Rostered *	\$120	\$105	\$90	\$70	\$50	\$45	\$130	\$120		
Community Services Card *	\$90	\$80	\$70	\$55	\$50	\$40	\$95	\$90		
Temporary	\$10 per week (minimum of 3 weeks)									
* No. of Duties Required	3	3	3	3	3	2	1 + 3	0 + 3		

\* Rostered and Community Services Card members are required to work in the toy library for up to 3 duties during the year for the reduced fee. A \$30 fine is charged for each duty not completed.

<b>Total Amount to Pay: \$</b>	<b>Receipt #:</b>
<b>Pay with Cash or Cheque to the Librarian at the Toy Library</b>	<b>Pay Online:</b> The Open Toy Box 12-3022-0367675-00
<b>Cheques:</b> The Open Toy Box Incorporated & post to PO Box 78422	

### VOLUNTARY WORK

Our organisation relies on our members to be able to operate. This can include duties which help the library run during a session, toy repairs & maintenance, sourcing new toys for the library, fundraising to cover the costs of running the library or marketing the library to potential new members.

You can also join our committee by taking on a regular role which includes monthly meetings to discuss the running of the library. In return, your membership fee is reduced to \$1 and you can borrow unlimited toys.

Please support the toy library by indicating your willingness to help below and we will contact you to discuss ways of volunteering.

- OCCASIONAL VOLUNTEER**
                         
  **COMMITTEE**
                         
  **NO THANKS**

### I UNDERSTAND AND ACCEPT

- Privacy Act:** I understand that the above details will be added to the toy library membership database & used only by the toy library committee.
- Liability Clause:** I hereby assume complete & full responsibility for any & all injuries to person(s) which result on whole or part from using the toys borrowed from Grey Lynn Toy Library. I hereby release the Grey Lynn Toy Library from any & all responsibility in respect to any injury sustained either outside or on premises.
- Library Guidelines:** I have read the guidelines & accept that I will be required to assist with a number of duties indicated in the fees table (if applicable).
- Payment:** I attach payment for my subscription for 2017 (or will pay online).

<b>Signed:</b>	<b>Date:</b>
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## 2017 TOY LIBRARY GUIDELINES

### WELCOME:

The Grey Lynn Toy Library (The Open Toy Box Inc.) is a local community toy library for Grey Lynn, Westmere, Point Chevalier and surrounding neighbourhoods. It is run and funded by volunteers from local families, for local families. We strive to give you and your children access to a wide range of stimulating educational toys and equipment.

### HOW IT WORKS:

- You pay **one membership fee** for the year with no additional costs to hire toys & no restrictions on the type or size of toy you can hire.
- You pay membership fees depending on which month you join & your membership lasts until the end of November when the toy library closes for the summer holidays.
- You join as either a '**rostered**' or '**full**' member. Rostered members do volunteer duties at a toy library session in return for a reduced membership fee. See Membership Application Form for a full table of fees & duties.
- You can borrow up to **4 toys** at a time, and **5 toys** once all 3 duties are completed or if you are a full member.
- You can borrow the toys for **three weeks** at a time.
- You are responsible for **checking the condition and description of the toys** (and all parts). Please inform the librarian of any discrepancies so the librarian can update the toy record. You will be charged for any missing or damaged 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 the toy library toys so that other children can enjoy them.
- Make sure your children know how to use the toy safely. Please choose appropriate toys.
- Always clean your toys before returning.
- Never leave toy library toys outside (unless they are designated as 'outdoor' toys)
- Never lend toy library toys to friends.

### DUTIES:

- A duty roster is always available at the toy library. It is your responsibility to put yourself down for dates that suit you.
- Spring clean and stock take can be counted as two duties (these occur at mid-year and end of year).
- Please aim to complete 2 duties by mid-year.
- We encourage members to not bring their children along when doing duties where possible.
- A \$30 fine is charged for each duty defaulted, or \$60 for spring clean and stock take duties

### FINES:

- **Overdue:** \$2 per toy, per week is charged for toys not returned on time.
- **Missing:** \$5 is charged per piece. This is refunded if the piece is returned within one month (please bring your receipt). 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 you to contribute towards the replacement costs. The librarian will notify the committee who will determine the appropriate amount. Each case is treated individually as the age & condition of the toy is taken into account.

### OPENING HOURS:

Wednesdays 9.30 am to 11 am (please arrive before 10.45 am)

Saturdays 9.30 am to 11.30 am (please arrive before 11.15 am)

We are closed during school holidays, public holidays & long weekends. In addition, the toy library is closed during Dec & Jan.

### CONTACT:

Email [greylynn.toylibrary@gmail.com](mailto:greylynn.toylibrary@gmail.com) for any enquiries.