



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.greylynnstoylibrary.co.nz

2019 NEW MEMBERSHIP APPLICATION FORM FOR THE OPEN TOY BOX INCORPORATED (TOY LIBRARY)

MEMBERSHIP DETAILS

CONTACT 1:

CONTACT 2:

First name:

First name:

Family name:

Family name:

Street address:

Contact phone number:

Email:

We will contact you by email or phone about important Toy Library information such as roster duties, newsletters or open and closed dates.

CHILD(REN) DETAILS

Name: DOB: Gender: M / F

Name: DOB: Gender: M / F

Name: DOB: Gender: M / F

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 to 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 three 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 three duties during the year for the reduced fee. A \$30 fine is charged for each duty not completed.

Total Amount to Pay: \$

Receipt #:

Pay with cash to our Librarian at the Toy Library

Pay Online: The Open Toy Box 12-3022-0367675-00

SUPPORT YOUR TOY LIBRARY

Our Toy Library relies on our members to be able to operate. Please tick the areas where you'd be able to support us below and we will be in touch via email or phone.

What kind of occasional volunteering (a few hours here and there) would you like to support us with?

- Restoring and maintaining toys - help give our toys a new lease on life
- Marketing support - help raise awareness in our local community (online or in person)
- Organising toys - help us keep our toys tidy and up to date
- Funding and sourcing toys - help us find money to buy amazing new toys!
- Admin/communication - help us keep up to date with members (emailing, calling)
- Events, activities, and party hire - Help us organise special days and activities for our children and parents.
- Other:

Would you like to be a member of our committee?

- Yes, I'd like to be part of the community of parents who keep the toy library running!

Committee members pay \$1 only as membership fee and can borrow unlimited toys. Your duties will involve attending our monthly committee meeting and supporting us with the running of the toy library.

I UNDERSTAND AND ACCEPT

- Privacy Act:** I understand that the above details will be added to the Toy Library membership database and used only by the Toy Library committee.
- Liability Clause:** I hereby assume complete and full responsibility for any and all injuries to person(s) which result on whole or part from using the toys borrowed from the Toy Library. I hereby release the Toy Library from any and all responsibility in respect to any injury sustained either outside or on premises.
- Library Guidelines:** I have read the guidelines and 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 2019 (or will pay online).

Signed:

Date:

2019 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 and 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 and duties.
- You can borrow up to **four toys** at a time, and **five toys** once all **three 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 two 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 and 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, and the months of December and January.

CONTACT:

Email greylynn.toylibrary@gmail.com for any enquiries.