



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.greyllynntoylibrary.co.nz

2020 RETURNING 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
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MEMBERSHIP TYPE & FEES

Please circle your chosen membership in the month you are joining below:

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	\$185	\$170	\$155	\$135	\$115	\$80	\$225	\$185	TOY LIBRARY CLOSED
Rostered	\$95	\$80	\$65	\$45	\$25	\$20	\$105	\$95	
Community Services Card	\$65	\$55	\$45	\$30	\$25	\$15	\$70	\$65	
Temporary	\$10 per week (minimum of three weeks)								
* No. of duties required	3	3	3	3	3	2	1 + 3	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!

Attend 6 meetings per year where you can connect with other parents and contribute to the running of the toy library. Your membership fee will be reduced to \$1 and you can borrow unlimited toys.

ROSTERED DUTY PREFERENCES

For rostered members, please check one option below regarding which day/s you are available for your duties ...

Wednesday

Saturday

Either day (Wednesday or Saturday)

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 and agree to the Toy Library 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 (or will pay online).

Signed:

Date:

2020 TOY LIBRARY GUIDELINES

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 (Feb - Nov) with no additional costs to hire toys regardless of size.
- Fees depend on the month you join. All memberships last until the end of November when we close for the summer.
- You can hire large toys during 'Summer toy hire' for Dec/Jan for a fee. We do not lend out small toys over the summer (Dec/Jan)
- 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 **five toys** at a time.
- You can borrow the toys for **three weeks** at a time. You can also renew toys once for another 3 weeks – just send us an email.
- There is currently no toy reserve system.

AT HOME:

- **Please check the toy condition and count toy pieces against the bag label BEFORE you check them out of the Library or before playing with the toy at home.** If the toy does not match the label, please inform/email the Librarian so she can update the computer and your receipt.
- You will be charged for any missing or damaged pieces that are not recorded by the library before you play with the toy.
- Please take care of the Toy Library toys so that other children can enjoy them, and discuss with your children the importance of taking care of these shared resources.
- Always clean and dry your toys before returning, especially outdoor toys.
- Ask if you are unsure about whether a toy is appropriate for your child, and ensure your children know how to use each toy safely.
- Never leave Toy Library toys outside (unless they are designated as 'outdoor' toys)
- Never lend Toy Library toys to friends.

ROSTERED DUTIES:

- A printed duty roster is always available at the Toy Library desk.
- It is your responsibility to put yourself down for dates that suit you. **Please aim to complete two duties by mid-year!**
- December Stock-take can be counted as two duties.
- 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 toys:** \$2 per toy, per week is charged for toys not returned on time.
 - Remember you can renew – just email us before the due date and inform us about special circumstances e.g sickness
- **Missing pieces:** \$5 charged per piece. However, we reserve the right to charge for more expensive pieces (e.g. Thomas trains, Schleich figurines). This is refunded if the piece is returned within one month.
- **Broken toys / pieces:** If you break a part of a toy you will be charged \$5, or if the toy is no longer useable you will be charged a replacement fee relative to the age and condition of the toy. 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 considered.
- **Missing/broken bags:** If you lose or damage one of the "zippit" or "stashit" toy storage bags you will be asked to pay their replacement cost (minimum \$10 and up to \$100 for large bags).
- **Summer holidays:** toys not returned before the summer holidays will be charged \$15 each for use over the summer.
- The Librarian may advise that you cannot take out additional toys while you have unpaid fines

OPENING HOURS & CONTACT:

Wednesdays and 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.

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