

North West Toy Library

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North West Toy Library Terms and Conditions May 2022

Welcome
<p>The North West Toy Library (NWTL) is a local community toy library for people living in the designated areas of Helensville, Waimauku, Kumeu, Huapai, Riverhead, Coatesville, Greenhithe, Taupaki, Massey, Henderson, Whenuapai and Hobsonville.</p> <p>NWTL is run and funded by volunteers and local organisations and businesses. We strive to provide you and your children with a wide range of age appropriate and educational toys and equipment.</p>
How NWTL works
<ul style="list-style-type: none">• You pay a <u>membership fee</u> which is valid from the date of membership fee payment being received.• You can borrow up to five toys for <u>two weeks</u> at a time. There is also the option to renew borrowed toys once per loan period, for an additional two weeks. This can be done online via our member website, or in person at the library.• Your membership is either: annual non-duty, annual duty, six months non-duty, six months duty or one off casual membership (at the discretion of the committee, usually for Grandparents or those having visitors).• <u>Duty members</u> will provide a minimum of one shift of volunteer duty at the toy library per term (either two or four shifts per year depending on membership type).• You are responsible for checking the condition and description of the toys (and all parts). Please inform the Toy Librarian of any discrepancies so the toy record can be updated. 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 currently operating (unless you are booking a party pack or party pack item). You will be charged additional fees for party packs and required to pay a bond.• Members are to provide their own batteries for any battery operated toys.• Membership is non-transferable or refundable (unless the member encounters severe illness or material hardship and as agreed by the Committee. Applications for this must be made in writing and will be reviewed on a case by case basis).
At home
<ul style="list-style-type: none">• Please take care of NWTL's toys so that other children can enjoy them.• Ensure your children know how to use the toy/s safely. Please choose age appropriate toys.• Please check that the number of pieces matches the number in the email receipt. If not, email the toy library to let us know so we can follow up.

- Do not allow children to play with the plastic boxes as they are expensive and break easily. If your child breaks one, it would be appreciated if you can replace this and bring a new one into the toy library.
- Always clean and check the pieces of your toys before use and before returning.
- Never leave Toy Library toys outside (unless they are designated as 'outdoor' toys).
- Never lend Toy Library toys to friends.
- If you bring a toy back with pieces missing or having left the drawstring bag or plastic box at home, you will be asked to take the toy home as one of your toys in order to bring it back correctly.

Duties:

- A duty roster is available through your member website log on.
- It is your responsibility to put yourself down for dates that suit you.
- Spring clean and stock take can be counted as duties, as well as other community events the toy library might be involved with (an email will be sent when these are to occur).
- You are to complete two duties within six months of your membership and four duties within 12 months of membership (for an annual member).
- Shifts can be swapped with other members, but it is the responsibility of the member to organise this.
- If you become too busy to do your duties, please discuss with the Toy Librarian about changing to a non-duty membership and paying the difference.
- A \$30 fine is charged for a duty defaulted or for not signing up for your allocated number of duties.
- If you do not do the required amount of duty obligations, you may be refused a duty membership if you want to renew so you will need to pay for a non-duty membership.
- In case of any unexpected circumstances, please talk to us, we are all parents and we understand and can find a solution together.

Fines:

- **Overdue:** \$2 per toy, per week is charged for toys not returned on time. Does not include school holidays.
- **Missing or broken toys/pieces:** If a toy is missing or broken we will ask you to contribute towards the replacement costs of the item. This is under the discretion of the committee.
- **Missing storage bags or boxes:** Loss of these will be charged at full replacement cost.

Opening hours:

Wednesday 9.00am-11.00am

Friday 9.00am-11.00am

Saturday 9.00am-11.00am

Sunday 2.00pm-4.00pm (alternate Sundays if volunteers available, see Facebook for updates)

We are closed during school holidays, public holidays and long weekends. Hours are subject to change at the discretion of the committee will be communicated via email and on the Facebook page.

Contact
Email: northwesttoylibrary@gmail.com for any enquiries.